

## 11 doctoral students earn Canada's most prestigious scholarship

Folio staff

The Government of Canada announced Aug. 3 that 11 University of Alberta graduate students have received 2011 Vanier Canada Graduate Scholarships, Canada's most prestigious scholarship for doctoral students.

The Vanier Canada Graduate Scholarship program aims to attract and retain world-class doctoral students by supporting students who demonstrate both leadership skills and a high standard of scholarly achievement in graduate studies. Vanier scholars receive \$50,000 annually for up to three years, and each was chosen as a result of their demonstrated leadership skills and high standard of scholarly achievement in graduate studies in the social sciences and humanities, natural sciences, engineering and health research.

"I am so thrilled to congratulate U of A's Vanier Graduate Scholarship winners and am pleased that these 11 exceptional students are or soon will be part of our community of learning and discovery," said U of A President Indira Samarasekera. "Working at the very cutting edge of their disciplines, graduate students are a vital life force in the academy and a major source of technical and social innovation within society."

Hannah O'Rourke is the first nursing student at the U of A to receive the award, and only the second nationwide in the discipline of nursing.

O'Rourke's area of research is in knowledge translation as a mechanism to improve well-being and quality of life for older adults with dementia. The award will be used to fund her doctoral research project, Investigating relationships among RAI-MDS quality indicators for residents in long-term care, which will examine the criteria for elder care used in long-term care settings across Canada.

Continued on page 2

## The all-seeing eye



Arthur Thibault gets a third eye on his science experiment Aug. 16 at the joint DiscoverE-Faculty of Physical Education camp called Science Fitness Intermediate.

Michael Holly / Marketing & Communications

## Researchers receive more than \$5 million in funding

Michael Brown

More than 90 University of Alberta research projects worth more than \$5 million were named as the federal government's Social Sciences and Humanities Research Council of Canada released the results of the 2011-12 research grants and scholarship programs. SSHRC is the federal agency that promotes and supports post-secondary-based research and training in the humanities and social sciences.

Of the awards, 12 standard research grants were awarded to U of A-involved projects as part of the Insight Development Grants program, which enables the highest levels of research excellence in Canada by building knowledge and understanding, and by facilitating knowledge sharing and collaboration across research disciplines, universities and all sectors of society.

Jacqueline Leighton, professor in the Department of Educational

Psychology, and director of the Centre for Research in Applied Measurement and Evaluation, received \$110,000 for her research project, which focuses on understanding how junior-high and high-school student attitudes toward standardized testing impacts their engagement in learning and intentions to drop out of high school.



Jacqueline Leighton

"At the core of our economic and societal success is the ability of individuals to contribute meaningfully to their work environment," said Leighton. "For this reason, we need to ensure that the learning environments in which individuals are expected to learn skills for work are constructive and healthy."

Grad students took home the bulk of the U of A's 2011-2012 SSHRC awards, which included 39 Joseph-Armand Bombardier Canada master's scholarships, each worth \$17,500; 29 Joseph-Armand Bombardier Canada doctoral scholarships, each with worth \$105,000 over three years; 18 SSHRC doctoral fellowships worth \$20,000 per year for up to four years; and two

SSHRC post-doctoral fellowships: \$38,000 to Konis Benson for a project entitled *Struggles within struggles: Histories of development, displacement, and demobilization of African women's*

*movements for urban survival in South Africa's past and future* and \$76,000 to Viktor Taki for his project entitled *Tsar and Sultan: The Ottoman Empire under the Russian Eyes*. ■

### U of A Insight Development Grant winners

- Mark Gierl, Department of Educational Psychology (\$49,799): Using automatic item generation to develop digital content for computerized assessments in mathematics and science.
- Beyza Ural Marchand, Department of Economics (\$16,487): Globalization and gender inequality in China.
- Keavy Martin, Department of English and Film Studies (\$62,924): The role of phonetic reduction on spoken word recognition.
- Roxanne Hard, Augustana Campus (\$39,210): Still searching: southern singer-songwriters' American dreams.
- Russell Cobb, Department of Modern Languages (\$61,605): Edmonton pipelines: narrating digital urbanism.
- Ying Cui, Department of Educational Psychology (\$61,226): On the classification consistency

and accuracy of cognitive diagnostic assessment.

- Sarah Moore, Alberta School of Business (\$34,600): Linguistic Mimicry in online word of mouth.
- Siobhan Byrne, Department of Political Science (\$34,411): Code pink alert: Transnational feminist peace activism in the post 9/11 period.
- Ujjayant Chakravorty, Alberta School of Business and Department of Economics (\$69,900): Distributional impacts of biofuel mandates.
- Randall Morck, Alberta School of Business (\$69,600): Examination of regional brain changes occurring during cognitive choices: An fMRI study utilizing an investment paradigm.
- Geoffrey Rockwell, Department of Philosophy, is collaborating on a project led by researchers at McMaster University (\$74,500): *Voyeur notebooks: investigating the feasibility of a literate programming model for the humanities.*

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# folio

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# Where's the beef? Researcher finds it in plastics

Bev Betkowski

They look a little like fake cookies, the kind you'd find in a child's toy oven, but the chocolate brown plastic discs created by University of Alberta researcher David Bressler and his lab represent the future of ingenious recycling.

Using the throwaway parts of beef carcasses that were sidelined from the value-added production process after bovine spongiform encephalopathy devastated the industry in 2003, Bressler, an associate professor in the U of A's Department of Agricultural, Food and Nutritional Science, has collaborated with industry, government and other researchers to forge cattle proteins into heavy-duty plastics that could soon be used in everything from car parts to CD cases.

The University of Alberta is the only post-secondary facility to be approved by the Canada Food Inspection Agency to conduct research involving turning high-risk proteins into safe, sustainable materials.

By finding a way to convert these

animal byproducts into plastics for industrial use, Bressler and his team, which also includes Phillip Choi, a professor in the U of A's Faculty of Engineering, hope to divert tonnes of protein waste from landfills across North America, shift to using renewable resources instead of petrochemicals to make plastics, and boost flagging profit levels in the cattle industry.

"If we can get more fundamental value back into the rendering process, it will help the livestock industry more than any government policy," Bressler says.

A patent has been filed on the thermal process used to turn protein from bovine byproducts into plastics. Using high temperatures, the proteins are broken into small pieces then cross-linked to other protein molecules to create a network that forms a rigid structure.

The new plastics from Bressler's lab are currently being tested by The Woodbridge group, a car parts manufacturer. Current funding is focused on research that further experiments with the product, to see if the plastics can be mixed with renewable fibres such as hemp. If



David Bressler led a team that has discovered a way to turn beef byproducts into plastics.

successful, the resulting bio-composite material could be used in high-strength materials such as building structural supports.

The bio-friendly plastics are poised to become an innovative addition to the manufacturing industry, Bressler believes. "The plastic industry is under pressure to increase

the renewable content in its products. As a result, this project offers the opportunity to do just that, and at the same time help send value back to rural Alberta and the beef sector." Bressler's work is supported by the Alberta Prion Research Institute, PrioNet Canada and the Alberta Livestock and Meat Agency. ■

## A new tool in the fight against obesity

Quinn Phillips

A new diagnostic method developed by researchers in the Faculty of Medicine & Dentistry at the University of Alberta is proving it can be a reliable tool for health professionals to predict an overweight or obese patient's risk of death and even the degree to which they need to lose weight.

The tool is called the Edmonton Obesity Staging System, a set of questions and criteria that help classify obese people, created by obesity expert Arya Sharma in the Department of Medicine. It is used in addition to body mass index or BMI, which is commonly used by doctors to classify overweight and obese patients. While BMI is simply calculated from a patient's height and weight, this new system asks important questions about the state of health of the patient including medical, mental and functional problems related to their excess weight.

"Within each level of BMI you can have patients who have no obesity-related health problems at all or people who have a lot of obesity-related health problems," said Sharma. "If you're going to make medical decisions about who needs treatment and how much treatment somebody needs—just answering the question about whether this patient even needs to lose weight—knowing how big someone is isn't actually that helpful."

Sharma and colleague Raj Padwal, also from the U of A, published two papers in August. In one, published in the *Canadian Medical Association Journal*, the pair looked at a large representative sample of the United States population, which showed that higher EOSS scores were a strong predictor of increased mortality in both the overall population and a subset of individuals considered eligible for bariatric surgery—independent of their BMI, waist circumference or the presence of metabolic syndrome. The study also shows that BMI alone doesn't help predict who will live longer.

"This tool puts an emphasis on indi-

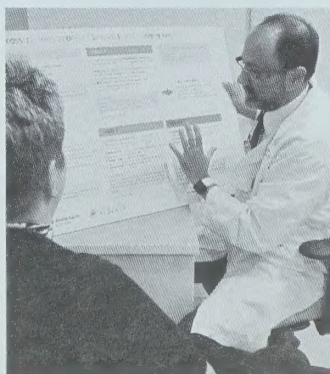
vidualized treatment needs, depending on how sick or at-risk a patient is," says Sharma. "Because obesity requires long-term treatment and can be costly, knowing which patients need to be most urgently treated to improve their health and which do not, can save health-care dollars."

Additionally, in a paper released on Aug. 15 in the journal *Applied Physiology, Nutrition and Metabolism*, these researchers, along with investigators from York University in Toronto, categorized 6,000 obese Americans according to EOSS criteria. They compared their mortality risk to 23,000 lean individuals over a 16-year span and found that obese individuals with a low EOSS score were found to have the same mortality risk as lean individuals, and were less likely to die from cardiovascular causes.

"We were pleased to see our results were quite robust in the sense that we have two studies that show that the Edmonton Obesity Staging System predicts mortality independent of BMI," said Padwal. The pair's next validation study will ask doctors how well the staging system works.

"We are now looking at the staging system in actual medical practice," said Sharma. "We're using it, for example, in the bariatric clinic at the Royal Alexandra Hospital and further work to see how this can best be used in clinical practice." ■

- with files from Brad Hussey,  
Canadian Obesity Network



Obesity expert Arya Sharma explains the Edmonton Obesity Staging System

## U of A lands 11 Vanier scholarships

Continued from page 1

"These quality 'indicators' represent the proportion of residents within a long-term care unit or facility that experienced a particular problem, such as pain, falls, or depression, during the last three months," said O'Rourke. "There are 25 indicators, and most facilities can focus on improving just one or two indicator areas per year."

O'Rourke says she plans to observe residents with dementia to determine what quality indicator areas contribute most consistently and intensely to resident well-being and quality of life. "These indicator areas may be seen as higher priority when caring for persons with dementia, providing guidance for clinicians to use the indicators to improve quality of resident care."

The award will also allow O'Rourke to focus on her research full time and to continue to volunteer with people who have dementia through community involvement within a clinical setting.

"Volunteering gives me the ability to sit and visit people with dementia, to listen to them and hear their stories, allowing me to get to know them on a more personal level. When working as a paid clinician, you don't always have that luxury of time."

Ultimately, O'Rourke says she would like to develop a research program that focuses on care for people with dementia that will allow health-care providers to be as responsive to dementia patients' needs as possible.

"When patients, due to their impairments, can't speak up for themselves, health-care providers need to put extra attention into their care. I hope my research will guide providers as to which areas of care they may want to focus their attention on." ■

## 2011-12 Vanier scholars

- Matthew Benesch, Department of Biochemistry: The role of lipid phosphate phosphatases in attenuating cancer cell survival and migration.
- Lauren Bortolotti, Department of Biological Sciences: Recovery of ecosystem structure and function in restored Prairie wetlands.
- Stephen Cochrane, Department of Chemistry: Antimicrobial agents based on amino-vinyl cysteine lantibiotics.
- Natasha Egeli, Department of Educational Psychology: Hope-focused group interventions for people limited by chronic pain: A grounded theory study.
- Robert Found, Department of Biological Sciences: Variation in individual elk behavioural syndromes, and management applications to problems of habituation and loss of migration.
- Derek Gladwin, Department of English and Film Studies: Re-shifting the bog: the impact of boglands in Irish literature and the cultural imagination.
- Hadley Friedland, Faculty of Law: Reclaiming the language of law; exploring the contemporary articulation and application of Cree and other indigenous legal principles in Canada.
- Amanda Kahn, Department of Biological Sciences: The role of glass sponge reefs in nutrient cycling: inputs, outputs and evidence of population changes through the millennia.
- Colleen Mortimer, Department of Earth and Atmospheric Sciences: Force balance modeling and calving dynamics of the Belcher Glacier, Devon Island, Nunavut.
- Hannah O'Rourke, Faculty of Nursing: Investigating relationships among RAI-MDS quality indicators for residents in long-term care.
- Diana Stralberg, Department of Biological Sciences: Multi-scale modelling of boreal breeding bird distribution and abundance to evaluate potential climate and land-use change impacts.



# New treatment for children with cerebral palsy looks beyond motor skills

Folio Staff

A successful new rehabilitation approach to treating children with cerebral palsy puts its focus on where a child lives and plays, not just improving the child's balance, posture and movement skills.

Called a "context-focused intervention," University of Alberta and McMaster University researchers report in a new study this approach is just as beneficial as traditional child-focused therapy, offering parents an additional treatment option for their child.

The study is the first randomized trial to examine the effects of therapy focused on changing a child's task or environment, not the child. It appeared in the July issue of the medical journal *Developmental Medicine and Child Neurology*.

Context-focused and child-focused therapies were evaluated in

a randomized controlled trial of 128 children with cerebral palsy ranging in age from one year to almost six years old. The children, from 19 different rehabilitation centres in Ontario and Alberta, received one of the two approaches for six months. Therapy was provided by occupational therapists and physical therapists. Between assessments at six and nine months, they returned to their regular therapy schedule.

Johanna Darrah, a professor of physical therapy in the Faculty of Rehabilitation Medicine, teamed up with Mary Law, professor in McMaster's School of Rehabilitation Science and co-founder of the McMaster's CanChild Centre for Childhood Disability Research on the study.

The study found no difference

between the therapy approaches for the outcome of parent empowerment. If both approaches are equally effective, therapists and families are able to discuss the treatment approach that best fits the intervention goals for their child and their family situation.

Cerebral palsy is caused by damage in the brain before or just after birth that results in problems with muscle tone and movement, and impacts ability to perform everyday activities. More than 50,000 Canadians have cerebral palsy, which occurs in about two of 1,000 babies.

During the study, parents in both groups received general information and education about their child's disability as well as specific strategies to practice at home.

In the child-focused approach,

therapists identified the underlying impairment—tone, posture, range of motion—and provided therapy to improve the child's skills and abilities.

Emphasis in the context therapy approach was on changing the task or environment. For example, one parent's goal was for their child to finger-feed himself Cheerios independently. The therapist experimented with putting peanut butter on the tips of his fingers so that the Cheerios would stick to it. The child was successful in one intervention session, even though he did not have the fine grasp to pick them up without it. Having experienced success, the child went on to be able to finger feed Cheerios by himself.

Darrah said the experience with context therapy was positive: "The benefits of working in the child's natural environment were striking."

Darrah added researchers found this approach was more challenging

**"The benefits of working in the child's natural environment were striking."**

Johanna Darrah

with children who have a severe disability, as some therapists felt that by not providing hands-on treatment, the approach is not true therapy. However, the study found that the context approach was equally effective for children with mild or severe cerebral palsy.

The study was supported by a grant from the National Institutes of Health in the United States and the Alberta Centre for Child Family and Community Research. ■

- with files from McMaster University.

## After-hours care affects ER use in Leduc

Sandra Pysklywyc

Health researchers at the University of Alberta have uncovered an association between the number of emergency-room visits and the availability of an after-hours care clinic.

David Jones, a graduate student in the School of Public Health, along with Linda Carroll, professor in the School of Public Health, and Leonard Frank, executive director of the Leduc Beaumont Devon Primary Care Network, looked at 28 months of data taken from Leduc, an Edmonton satellite city with a population of about 20,000 people. The statistics took into consideration non-urgent and semi-urgent patient visits to the Leduc Hospital emergency department for 14 months prior to the opening of an after-hours clinic and 14 months after the clinic opened.

Based on this study, "there was a 40 per cent reduction in semi-urgent patients using the emergency department," said Jones.

Semi-urgent patients are classified, for example, as those that have suffered minor trauma, or who have abdominal pain or acute joint swell-

ing. Non-urgent patients typically suffer from ailments such as nasal congestion or chronic low back pain, says the Canadian Triage and Acuity Scale.

**"This study provides further evidence that offering [clinics] can positively impact emergency department use."**

David Jones

The after-hours clinic is operated by the Leduc Beaumont Devon Primary Care Network, a joint partnership between participating family physicians in the area and Alberta Health Services, said Frank. "Primary care networks are based on the idea of finding local solutions to local needs and this clinic is a tremendous example of that."

The family physicians who work at the Leduc Hospital noted that increasingly patients were being seen in the emergency departments who could have been better served in a

primary care setting such as the after-hours clinic. "Having a more appropriate use of resources was important to the physicians in trying to best serve their patients," said Frank.

Jones agrees. "These two types of patients, it has been argued in the literature, can be well served in a physician's office rather than an emergency department, but they contribute to emergency department overcrowding."

The after-hours clinic provided access to a physician between the hours of 6-9:30 p.m., Monday through Thursday.

"This study provides further evidence that offering these services can positively impact emergency department use, and while we have to be careful about population size and intervention, we did see a definite reduction in emergency room visits," said Jones.

Jones is currently working with the Leduc Beaumont Devon Primary Care Network and the Health Quality Council of Alberta to examine his findings further. The study was recently published in the *Journal of Primary Care and Community Health*. ■

## U of A gets share of prion funding

Brian Murphy

University of Alberta researchers investigating prions and prion diseases have been included in a new national funding program supporting the work done at nine universities across Canada.

PrioNet Canada, a centre of excellence that distributes government funding for research into the transmissible and fatal neurological diseases of both humans and animals, handed out \$2.9 million in July. Prion disease is an abnormal folding or mutation of normal cellular proteins in the brain. The cause isn't known and there is no cure.

The prion funding received by the U of A is focused on the neurodegenerative condition known as chronic wasting disease. It's a transmissible disease affecting animals identified as cervids, members of the deer family.

Biologist Debbie McKenzie, from the university's Alberta Centre for Prions and Protein Folding Diseases, will focus on the structure of effected proteins. "In chronic wasting disease, the proteins fold in different ways and that structure may determine how long it takes an animal to get sick and how it transmits the disease to other animals," said McKenzie. "Understanding that is fundamental

to combating CWD."

McKenzie's research team received \$300,000 from PrioNet.

Ellen Goddard, a researcher with U of A's Department of Resource Economics and Environmental Sociology, says there's no evidence yet that CWD has been transmitted to humans and she wants to keep it that way. Goddard is co-lead of research team that will look into ways of managing chronic wasting disease in cervids in the wild and those fenced in on deer and elk farms.

"We have to find ways of managing CWD because right now there doesn't seem to be a vaccine or other fix," said Goddard. "We are looking at the impacts of CWD and its economic effect on tourism as it affects both hunters and families coming to enjoy the outdoors." Goddard says managing CWD can include participation by hunters. "We ask hunters to donate the heads of deer kills and other cervids so we can monitor the herd conditions in certain areas. It's a form of surveillance."

PrioNet awarded Goddard's group \$600,000 over two years to conduct their research.

Goddard says the funding for all areas of study into CWD is very important. "The spread of CWD is inexorable. It's in cervid populations in Alberta and Saskatchewan, and there's no reason yet why it won't continue spreading eastward." ■

## Are You a Winner?

Congratulations to Christopher Ippolito, whose name was drawn as part of folio's July 15 "Are You a Winner?" contest. He correctly identified the photo in question as being the gramophone located at 3-47 in the Old Arts Building. For his correct answer, Ippolito has won a CD gift pack from folkwaysAlive! complete with a copy of "Seeing the World of Sound: The Cover Art of Folkways Records."

Up for grabs this week is a swanky evergreen golf shirt. To win it, simply identify where the above shed is located and email your answer to folio@exr.ualberta.ca by noon on Friday, Sept. 1, and you will be entered into the draw.



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**Headache from:** TMJ, Migraine, Tensions, Sinusitis, Whiplash, etc...

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**Skin:** Server Eczema/Psoriasis; Alopecia, Hives, Shingles, etc...

**Others:** hemorrhoid, Diabetic-Gangrene, Raynaud's S, Rheumatism... Etc....





Michael Holly | Marketing & Communications

## Aug. 31 deadline approaches for changes to procedures for copyright compliance

Ernie Ingles, vice-provost and chief librarian

On July 29, the University of Alberta decided to withdraw from the Access Copyright licensing regime effective Aug. 31. The decision was based on a thorough analysis by the university's Copyright Office and legal counsel. Our analysis considered a number of factors including the changing technology environment, the increase in the electronic resources licensed by the University of Alberta Libraries, as well as licenses for other mediums.

It was determined that Access Copyright's proposed licence, with its substantially increased tariff and its intrusive reporting and monitoring elements, was less useful for the academic community than in the past.

The U of A, along with other universities across Canada, is supporting the Association of Universities and Colleges of Canada's opposition to this tariff increase.

Effective Aug. 31, the implications of this decision are:

- Our agreement with Access Copyright, an organization that has dealt with issues of copyright clearance for copying of published works in the past, will end.
- Course materials (i.e. course packs and handouts) for the fall 2011 term, compiled under the Access Copyright Tariff, will need to be printed before Aug. 31.
- To ensure course packs are printed before Aug. 31, they should be submitted to SUBprint as soon as possible.
- SUBprint will continue to develop course packs into the future, but will need lengthier lead times in order to seek rights and permissions directly from source.
- Distribution of class material of published works, including course packs, for future terms will require an assessment of whether it is an allowable use under the Copyright Act or an existing specific license, or whether

specific permission of the copyright owner is required.

When operating under the Access Copyright Tariff, most of the copying undertaken by academic and administrative staff, as well as students, was permitted under this licence. Without the license, more reliance will be placed on the fair dealing exemption under the Copyright Act, and specific licenses (existing or newly sought). The Copyright Office has provided guidelines at [www.copyright.ualberta.ca](http://www.copyright.ualberta.ca) to explain in detail how to proceed correctly with your intended copying. In addition, the Copyright Office will have staff resources to seek the necessary permissions for you. Lead time is required when seeking rights and permissions and thus we would ask that you submit your request as far ahead of your class requirement as might be possible.

As we move towards the Aug. 31 deadline, we will continue to develop and implement processes to support the campus community in taking

appropriate steps to assure consistent application of legal requirements through campus. Ongoing information sessions explaining the changes and how to proceed in the new environment will be available for faculties, departments and other academic and administrative units, and can be booked by contacting the Copyright Office at [copyright@ualberta.ca](mailto:copyright@ualberta.ca).

In addition to distribution through course packs and handouts, instructors are asked to consider the following alternatives:

- Adopting a textbook for the course (for information and assistance contact Paul Wilde at the University Bookstore 780-492-0433)
- Linking to electronic resources that are licensed by the Libraries.
- Putting material on reserve at the Libraries. ([www.library.ualberta.ca/reserveroom](http://www.library.ualberta.ca/reserveroom))
- Using resources that are permitted through licenses other than Access Copyright, for example: Creative Commons or Open Access or those

offered directly by particular publishers, but when in doubt or in need of advice,

- Contacting the Copyright Office ([copyright@ualberta.ca](mailto:copyright@ualberta.ca)) for assistance in getting permission to copy and distribute material.

Deans, directors and department heads are asked to keep the need for copyright clearance in mind when hiring new instructors, most particularly sessional instructors or adjunct faculty not conversant with the emerging practices. In particular, there is likely need to inform appointments made close to the start of the school year, where often there is need that course material be assembled quickly. In addition, it is important to ensure that copyright information is shared with all instructors, or other, who may be outside normal information distribution channels.

Thank you for your ongoing attention to these matters. Your patience is much appreciated. ■

## Canada's leading health centre continues its tradition promoting healthier lifestyles

*The University of Alberta can be a complicated entity with many moving parts. University 101 exists to assist the campus community in better understanding who does what and how things get done at the U of A.*

Michael Davies-Venn

The numbers of inactive Albertans are on the rise, and Judith Down says that has to change.

She is the director of the Alberta Centre for Active Living, a joint initiative between the Faculty of Physical Education and Recreation and the Government of Alberta, which has, for the last two decades, worked to advocate for healthier

lifestyle choices for Albertans.

The centre is also a largely unknown, but vital hotbed of research at the U of A.

Down says a 2011 survey on physical activity by the centre shows that only 54.3 per cent of adult Albertans are physically active enough to gain health benefits. This is down from 58.5 per cent in 2009. "We're seeing the chronic diseases that have the common risk factor of physical inactivity continuing to increase. We have a smaller proportion of Albertans who are active enough to get health benefits," Down said. "It's a reflection of people's lifestyles and our society these days where physical activity has been engineered out of our lives."

To address what Down sees as a decrease in overall activity and the resulting negative health impacts, the centre and the government work together, says Down, to address issues around inactivity. One of the ways they are working together is with provincial policymakers concerned with urban planning.

"With respect to urban planning, there are different ways of designing neighbourhoods that encourage people to walk and not have to drive their cars to go to the store, which is an example of an environmental policy-level change that we could see that should be happening." The centre also works with the public, including researchers and practitioners such as physical education teachers

in schools, government and seniors' housing, in order to promote and support physical activities.

"We provide information to people working in the field who need to know more about why people need to be physically active, and what kinds of policy initiatives that could result in Albertans being more active," she said.

"One of our primary roles is what we call knowledge translation. We have some of the world leaders in research in physical activity right at the U of A and among that group, most of them are based in the Faculty of Physical Education and Recreation."

### University 101

Outside the faculty, the U of A continues to support the centre through collaborative interdisciplinary research, says Down, and that the university also supports the centre administratively, with the Faculty of Physical and Recreation's dean, Kerry Mummery, serving as chair of the centre.

"We monitor research done by U of A researchers, and we invite them to come speak at our events. The collaborative approach has kept our work going. And the U of A is a hotbed of information in our field, that's why we don't find too much trouble finding news we can deliver." ■



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# Syncrude tops list of donors looking to help expand youth outreach programs

Richard Cairney

A gift from Syncrude Canada Ltd. will help expand University of Alberta community outreach programs that encourage young people to explore engineering, science and technology.

The \$500,000 donation, to be shared by the Faculty of Engineering's DiscoverE engineering science and technology program and the U of A's Women in Scholarship, Engineering, Science and Technology, or WISEST, was announced July 13 by Syncrude President and CEO Scott Sullivan.

"We're very proud to support the University of Alberta in the work they do to provide high-quality educational opportunities for youth," said Sullivan. "Participating in these hands-on learning programs helps students grow and succeed in the careers of their choice. We're committed to life-long education and by investing in these student programs, we support their journeys of discovery and learning."

"DiscoverE provides thousands of young people with great experiences and opportunities to learn about engineering and technology in a way that is fun and educational," said David Lynch, dean of the faculty. "This generous and increased support that Syncrude is providing will have an impact on current and future generations of young students that is both enabling and enlightening. With this gift we will be able to provide expanded programs to excite the imaginations of many more students."

Chair of the WISEST program, Denise Hemmings, a researcher in the Faculty of Medicine & Dentistry, says the gift from Syncrude will support three additional student summer research placements and fund

a new initiative aimed at cultivating an interest in science, engineering and technology among Aboriginal youth in northern Alberta.

"We couldn't be doing this without Syncrude's help," said Hemmings. "We'll be able to take

**"We're very proud to support the University of Alberta in the work they do to provide high-quality educational opportunities for youth."**

Scott Sullivan

WISEST programs out to these communities, encouraging young students in Grades 6 and 7 to stay in school by showing them that there are really cool jobs in engineering, science, and technology that they can do even in their own communities."

The announcement included poster presenta-

Camp participants Addison Gugenheimer, 12, and Kieran Nelson, 10, demonstrated their marble maze for Syncrude CEO Sullivan, who said he was impressed with the job. For their part, Gugenheimer and Nelson said the DiscoverE camps provide them with a fun learning environment.

"What I like about it is that they give you a project but you have the freedom to do it any way you want," said Nelson. "At other camps I've been to they say 'Do this.' But here, there is no one certain way to do something. They let you decide."

Syncrude's support of WISEST came just one day after the Natural Sciences and Engineering Research Council of Canada stepped forward with \$93,900 over three years to help fund WISEST.

In early June, WISEST's years of mentorship was acknowledged by the Canadian Institutes of Health Research with a cheque for \$10,000. Hemmings couldn't be happier.

"It is always a relief when many of our long-time sponsors indicate yet again that they are willing to support WISEST programs." ■

## Researcher discovers good and bad in Alberta Aboriginal diabetes research

Quinn Phillips

Research done in the Faculty of Medicine & Dentistry has some good news and some bad news when it comes to rates of diabetes in status Aboriginals in Alberta.

The good news: the increase in rates of Type 2 diabetes in status Aboriginals appears to be slowing compared with the increase in the general population.

"We are cautiously optimistic that the rates seem to not be increasing as fast in comparison to the general population," said Richard Oster, a PhD student in the Department of Medicine

at the University of Alberta. "There's a hint that maybe this epidemic is slowing down a bit."

The bad news: the rate of increasing diabetes amongst male status Aboriginals is growing faster compared to their female counterparts. This is starting to mirror the general population, which sees more men with Type 2 diabetes than women.

But according to Oster, the most alarming statistic from this study, published in the July edition of the *Canadian Medical Association Journal*, was the overall mortality rate of status Aboriginal people. For those with diabetes the death rates decreased in

both status Aboriginals and the general population. But for those without diabetes, mortality rates remained unchanged among status Aboriginals, despite the fact they decreased in the general Alberta population, a result that shocked Oster.

The researchers collected the data for their study from the Alberta Health and Wellness administrative databases. They looked at trends between 1995 and 2007 for Albertans aged 20 and over.

"It's important to do surveillance of disease to help make funding and policy decisions," said Oster about the study.

Oster became passionate about Ab-

original health when he started working as a research assistant four years ago. He hopes his ongoing work will help other people become advocates for the population and its health.

"I would hope that the general population would just become more aware of Aboriginal health," says Oster. "This study doesn't say anything about their history but maybe it'll spark someone's interest to be a little sympathetic."

"They're Canadians and many are suffering, many live below the poverty line, and many are almost living in third world conditions, yet they're Canadian citizens."

He says he will continue to study

the epidemiology of diabetes in status Aboriginal populations. He also wants to do a qualitative study with Aboriginal women who have had gestational diabetes, which is a type of diabetes that develops during pregnancy and often leads to Type 2 diabetes after pregnancy.

"I want to understand what it was like for these women," said Oster who adds he'll ask questions about treatment and health care access during their pregnancy. "Ideally once we know what the problem is from the lens of actual Aboriginal people, we would like to come up with some sort of intervention together." ■

## Infectious-disease researcher honoured for flu-treatment discovery

Quinn Phillips

The Faculty of Medicine & Dentistry's Deepali Kumar has been awarded the lone 2011 Gold Medal in Medicine from the Royal College of Physicians and Surgeons of Canada.

"It's very exciting. It's a real privilege," said Kumar, professor in the Department of Medicine. "I think it really reinforces all the work that we do. It highlights the research strength we have at the University of Alberta, in both virology and transplantation."

The award, one of the most prestigious prizes in Canadian medicine, was given to Kumar for her research into treating transplant patients who contracted the H1N1 flu virus during the pandemic. Kumar discovered immuno-suppressed transplant patients who are given antiviral treatment within 48 hours of showing flu symptoms have improved outcomes and lower hospital admission rates. Her work also has implications in the treatment of any flu strain in transplant patients.

"If we suspect a transplant patient has the flu, we should empirically start antiviral medicine while waiting for our test results," said Kumar. "The test result takes time to come back, so if you wait for that result, you've missed that early window already."

Kumar co-ordinated with 26 sites in North America to collect data from 237 cases of medically attended influenza during the H1N1 pandemic.

"It was really interesting to co-ordinate all those centres but everybody was just wonderful," said Kumar, who adds she used the American Society of Transplantation to reach physicians at various transplant centres across North America. "Everyone was seeing patients with H1N1 and they weren't sure what to expect and what the management should be for these [transplant] patients. Everyone was

very enthusiastic about participating."

Her results were published in the top infectious disease journal, *Lancet Infectious Diseases*, in 2010. That caught the eye of the Royal College of Physicians and Surgeons of Canada who awarded Kumar the gold medal earlier in the summer.

Many of the 26 sites, including the U of A, are still on board with work being done by Kumar. "We've become a centre of excellence for influenza research in transplant patients," said Kumar.

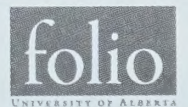
The next project for her is studying how the flu virus behaves in transplant patients and how their immune system responds when they are infected. Kumar says that transplant patients shed the virus in greater quantities than non-transplanted patients and they shed it for longer, so this could have important public health implications. ■



Deepali Kumar was awarded the 2011 Gold Medal in Medicine from the Royal College of Physicians and Surgeons of Canada. (Photo supplied)



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# New offering in Aboriginal sport and recreation gives students a jump on career

Jane Hurly

Students at the University of Alberta will have a new opportunity to boost their knowledge with the launching of a dynamic new certificate program in Aboriginal sport and recreation.



This certificate, unique in Canada, was jointly developed by the faculties of native studies and physical education and recreation, and is embedded within a student's degree program. It is designed to afford them a value-added boost to their degrees and deepen their knowledge of the emerging field of Aboriginal peoples' health and wellness through sport and recreation.

Tom Hinch, community and international engagement associate dean in the Faculty of Physical Education and Recreation, says the certificate opens stimulating new learning vistas for students.

"This is an important field of study with a demonstrated need; thus, we jointly created this certificate program that offers a unique learning opportunity for students interested in Aboriginal sport and recreation," he said.

The Aboriginal sport and recreation certificate program is designed to deepen a student's understanding about Aboriginal peoples' health and wellness.

"This is an important field of study with a demonstrated need; thus, we jointly created this certificate program that offers a unique learning opportunity for students interested in Aboriginal sport and recreation."

Tom Hinch

Native studies interim dean Nathalie Kermoal said the certificate is a timely addition to the academic offerings on campus. "The last two decades have seen a rapid growth in the number of youth in Aboriginal communities across Canada. Research has demonstrated that participation in sport and physical activity plays a vital role in improving the health and well-being of youth and their communities," she said.

"This certificate in Aboriginal sport and recreation will provide degree recipients with the relevant skills and qualifications they need to work productively and respectfully with Aboriginal communities to improve the

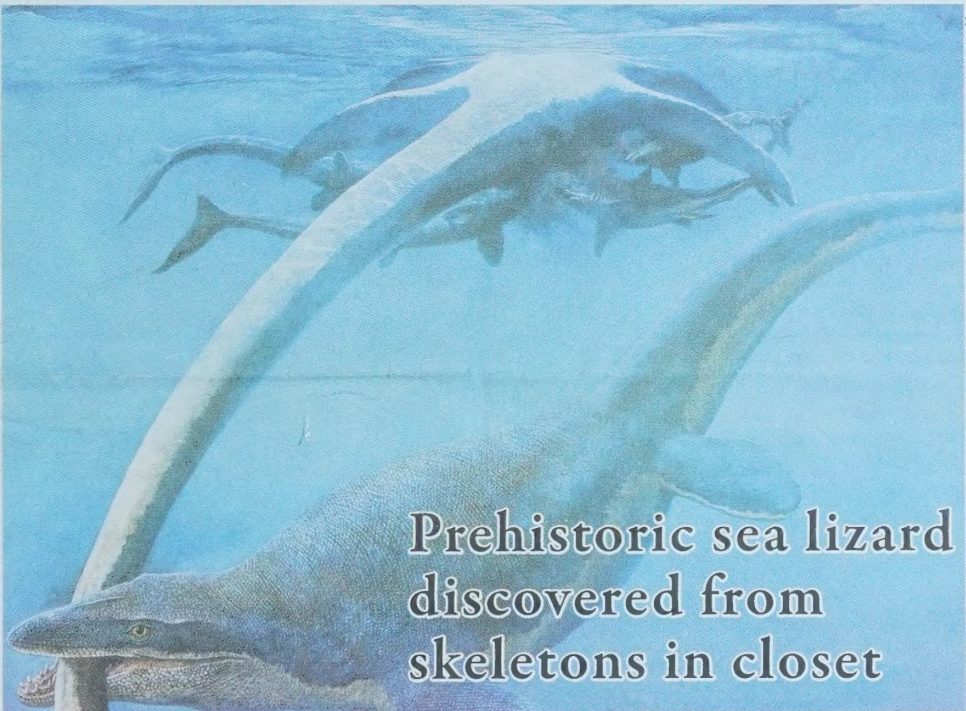
lives of Aboriginal youth through sport and physical activity in the future."

Tara-Leigh McHugh, a scholar in Aboriginal health and wellness in the Faculty of Physical Education and Recreation, will be a key player in the

delivery of the new certificate. She says it is marked by the close collaboration of two faculties to develop a common certificate program to the benefit of students.

"It's a focused program with clear sequencing to facilitate students enrolling and embedding it within their program," said McHugh.

The certificate is open to all students at the U of A, provided they can dovetail it with their program and their particular degree permits them to enrol in it. It will be available for enrollment in fall 2011.



## Prehistoric sea lizard discovered from skeletons in closet

Brian Murphy

Dramatic breakthroughs in paleontology don't always come from the field where researchers unearth fossils. That's a philosophy biological sciences professor Michael Caldwell says he has always believed, and it was proven true with breakthrough research on a fossil from a 80-million-year-old marine lizard.

A fossil from a mosasaur lizard had been sitting in a drawer since the 1970s when a U of A graduate student, supervised by Caldwell, began taking a closer look at the creature's skull. The investigation took Caldwell and Takuya Konishi five years of painstaking work before they could claim a brand new genus of mosasaur.

Caldwell says he's not surprised by their conclusion. "Thousands of fossils from these sea-going lizards have been found and lumped together as various species of the same animal," said Caldwell. "But Takuya had five years for a thorough doctoral examination of the fossils and with that amount of time it makes sense that a whole new genus of the creature would turn up."

Konishi noticed an almost-invisible but unique feature on the fossilized skull of one lizard.

"I noticed two ridges on the top of the skull that indicate this fossil was geologically younger than others," said Konishi. "That means this specimen was a more evolved mosasaur and I think the ridges indicate the animal's breathing holes were set further back on the skull than

An illustration of what a mosasaur going in for the kill may have looked like.

earlier species."

Konishi says the breathing holes of less-evolved mosasaurs were on the front of its snout so this swimming lizard would have to raise its head fully out of the water to breathe. The breathing holes of mosasaurs that came along several million years later were further back on the snout, nearer to the eyes, so it could still breathe while floating along with the top of its head, just breaking the surface of the water.

Konishi says this feature of evolution may have given the animal an advantage in hunting, by being able to better hide itself before striking out at prey.

Konishi will continue to look at the fossils and data already in paleontology collections to see if he can find even more signs of mosasaur evolution. "We found much more diversity in these ancient animals than expected and it's possible we'll add another genus of mosasaurs to the paleontological record," said Konishi.

Since starting this research project Konishi has attained his PhD in paleontology and now works at the Royal Tyrrell Museum in Drumheller. Caldwell has moved forward as well, to become both a professor and chair of biological sciences at the U of A.

Caldwell says the years Konishi spent developing the findings were well worth it. "Takuya produced a giant manuscript for his doctoral thesis and it's a landmark piece of descriptive and systematic paleontology research."

Konishi and Caldwell's research was published July 12 in the *Journal of Vertebrate Paleontology*.



Takuya Konishi



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Room 2-958  
Room 2-957  
Room 2-922  
Room 2-976

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# Bringing dying Aboriginal languages back from the brink

Michael Davies-Venn

Joe Wilmot, one of about 2,300 members of the Migamaw tribe in Quebec, says his language is in pretty bad shape and he doesn't want to see it die out. But with

support from a University of Alberta program that helps to preserve, document and protect indigenous languages, Wilmot is among several First Nations community leaders working to keep indigenous languages alive in Canada.

Every summer since 2000, the U of A's Canadian Indigenous Languages and Literacy Development Institute, or CILLDI, has offered courses to about 1,000 Aboriginal community members who have come to the U of A from as far away as Nunavut to acquire the tools they need to revitalize their languages.

"Of the 15 Aboriginal communities in the Prince Edward Island region, language in about 10 of them are not faring well at all," said Wilmot, whose language, Migamaw, has been on the

decline for 60 years. "Many of these communities are down to one or two speakers.

"From the age of 40 down, there are no speakers of the language; they may understand it but they can't speak it. And kids under 20 simply don't understand it," he says, and that, "I'd hate to see it die; it was my first language."

**"Language is connected to culture, so as we lose language, we lose culture."**

Benjamin Tucker

class on building language portals.

"The certificate that I've earned here gives me insight into how language works," he said. "This year is the first time that work on online dictionaries was part of the course, and I think

we did a good job."

Benjamin Tucker, U of A researcher and CILLDI's interim director, says graduates return to their communities to help preserve their languages through teaching. He says the certificate course, one of several programs the institute offers, also highlights language loss.

"Quite often people are not aware of it happening or what the consequences are when children are not learning a native language. Language is connected to culture, so as we lose language, we lose culture," said Tucker.

Tucker says CILLDI gives the students more than just linguistic tools; it also provides policy and planning training that is needed to revitalize a language.

Lynda Minoose, who started taking classes with the institute two years ago, says the courses have been empowering.

"One of the biggest highlights for me is being able use the skills being taught here in my own language. I'm very grateful that the Great Spirit has put these wonderful people in our paths to help us Aboriginal people get our languages back to being strong again," Minoose said. ■

## Kenyan eye specialist hones skills through 'sandwich fellowship'

Raquel Maurier

The Faculty of Medicine & Dentistry is playing a key role in improving the lives of Kenyan eye patients by training a specialist from Nairobi to better treat glaucoma, the second-leading cause of blindness in that country.

Sheila Marco is in Edmonton for the final part of a training program through the faculty's Department of Ophthalmology, which she says will equip her with new skills and knowledge to refine the treatment of glaucoma patients back home.

The U of A faculty's contribution will be multiplied when Marco returns to Kenya later this summer and shares her new knowledge with fellow ophthalmologists there, as well as medical residents and undergraduate medical students she teaches at the University of Nairobi.

Kenya has just 80 ophthalmologists to work with a population of 38 million people and about half of those eye specialists are located in Nairobi, Kenya's capital. The remaining ophthalmologists are spread throughout the country. In comparison, Canada has 1,200 ophthalmologists for a slightly smaller population.

Marco first came to Edmonton last spring to start her "sandwich fellowship" training, which has various layers of learning. Then, last winter, Karim Damji, an ophthalmology professor from the faculty, headed to Kenya to continue teaching Marco overseas. In early 2011, Marco trained with glaucoma specialists in India to learn how to do cataract surgery and become more specialized with pediatric glaucoma cases. She is now wrapping up her final portion of her training back in Edmonton to perfect her skills with glaucoma experts in the Department of Ophthalmology—Damji, Marianne Edwards, Ordan Lehmann and Michael Dorey. A new glaucoma surgical technique she learned while in Edmonton will also be part of a randomized clinical trial she will run once she gets back to Kenya.

Marco works at a government hospital and sees 30–40 patients per day. She says the training she has received through the sandwich fellowship will help her provide enhanced care to her patients.

"Before coming here, when I ran the glaucoma clinic in Nairobi, I couldn't make certain decisions because the cases were so complicated.

My training through this sandwich fellowship program has given me more experience and knowledge and more confidence to deal with complicated cases. I have now had experience with different types of glaucoma and learned different ways of managing glaucoma cases.

"And I've learned how to sit and talk to a patient and determine what is best for the patient from both a doctor's perspective and from the patient's perspective. I've learned how to take a patient's social, cultural and other physical issues into consideration when making patient-care decisions. Back home, it's about prescribing and then going on to the next patient, while here, I've been more of a student, absorbing everything that I can. It's been a great experience."

Marco's fellowship training is funded by the Royal Alexandra Hospital Foundation, the International Council of Ophthalmology, charitable organization ORBIS International and the Eastern Africa College of Ophthalmologists. ■

**Kenyan Ophthalmologist Sheila Marco was part of a U of A training program that trained her to better treat glaucoma.**



## Making of Ukraine offers a view of a developing nation different from the 'Little Russia' notion

Michael Davies-Venn

A new book by a University of Alberta researcher is helping to explain the political divisions in Ukraine by rejecting the idea that the country's current political culture is shaped primarily by 20th century notions of nationalism and nation builders.

The author of *Making Ukraine: Studies on Political Culture, Historical Narrative, and Identity*, Zenon Kohut, director of the Canadian Institute of Ukrainian Studies in the Department of History and Classics, says the political divisions in Ukraine today can be traced to an earlier period, which he says was more critical to the current construction of Ukrainian identity.

"Although I believe that the modern Ukrainian state and nation continues to be constructed, I am equally convinced that this construction began in the early modern period, rather than simply being the 'invention' of 19th and 20th-century nation builders," Kohut said.

That early modern period began in the 17th century when Kohut says Ukraine broke away from the Polish-Lithuanian commonwealth and became a semi-independent state under Russia. He says the notion of Ukraine being considered as "Little Russia"—that Ukraine was part of a

greater Russian entity—continued until Ukraine gained independence in 1991 and persists among Ukrainians even now.

**"In contemporary Ukraine, there's the problem of east and west, with the east facing Russia and the west looking towards Europe."**

Zenon Kohut

"Once Ukraine left the commonwealth and came under Russia, a discourse was developed about how the country should be under Russian rule, hence the creation of the identity of 'little Russia.'"

"Some of this historical culture created a concept of two branches of one Russian nation," he said. "In

contemporary Ukraine, there's the problem of east and west, with the east facing Russia and the west looking towards Europe."

Limited understanding in Ukraine of the country's 17th-century foundations has enormously impacted the culture and politics of Ukraine, he says.

"The lack of knowledge of one's own past and traditions is evident in some parts of Ukraine. And right now that concept of Ukraine being part of the Russian world is being advocated by Russia—which has powerful influence in Ukraine—by various institutions and by post-colonial elites in Ukraine."

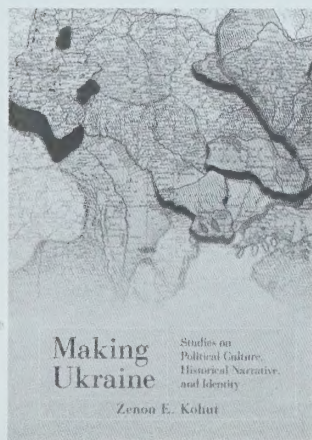
Kohut says that, after Ukraine's left the Polish-Lithuanian commonwealth, the country was left with fewer ties to Poland compared to its present connections with Russia. "It's been entirely dependent on the other side because there are still these political connections. The Russians insist that Ukrainians are 'lost Russians,'

and, at the same time, there are people within Ukraine who adhere to some of those same ideas," Kohut said.

The book, published by the Canadian Institute of Ukrainian Studies Press, is an outcome of 15 years of research on the political culture of Ukraine and Kohut says he hopes it helps people understand the more complex formation of the country's political history and identity.

"The book will help to better understand the political forces in Ukraine. The impact of efforts such as this are often limited to an intellectual circle and may not penetrate popular culture. The hope is that this book is received beyond the intellectual community."

"The construction of Ukraine's identity and political culture still continues today and will continue for quite a while. And this pull from both sides will continue," Kohut said. "Ultimately, there has to come to some kind of consensus within Ukraine, but it's a long process." ■





# Sport concept in keeping with faculty and university's academic mission

Jane Hurly

The past is precisely where athletics director Ian Reade is focused as

he develops a new model for the delivery of high-performance sport at the University of Alberta, digging into the original intent of the Faculty of Physical Education and Recreation's founding dean, Maury Van Vliet.

"When Maury Van Vliet created the faculty I believe he imagined one where every part of it would lead to the fulfilling of the university's academic mission," says Reade. "But, in general, sport at Canadian universities has moved away

from that vision—more so than in our faculty—but we have as well. We started to separate athletics from academics because the demands to coach

far exceeded the capacity of the academic staff to deliver on the demands. That meant the hiring of coaches who were only hired to coach and were involved to a lesser extent in curriculum," he says. "Consequently, our sport development model did not overlap with curriculum. Now, we are bringing curriculum into how we work."

Reade calls this return to Van Vliet's original vision the "Alberta Model" and he says it's the first such sport development model at any

Canadian university.

At the heart of the model is an athlete development and coaching model that's grounded in, influenced by, and interlaced with the sport curriculum of the faculty, the sport and performance science of researchers who engage with Golden Bears and Pandas athletes, and every student—undergraduate and graduate—who has passion in this field. In turn, new science, researchers in the field, emerging scientists and coaches contribute to curriculum development and its delivery through the academic offerings of the faculty.

"The Alberta Model comprises six or seven concepts related to sport that are grounded in curriculum," explains Reade. "The concepts include every aspect of what we do as a faculty that relates to sport, such as sport management, performance science, sport

psychology, athlete health, and coach education, for example."

For Reade, grounding the high performance sport unit in curriculum is crucial to support the faculty's academic mission. "In the sport context I see relationships between curriculum and teaching—curriculum, coaches and athletes, and curriculum and coaches, research, sport science, sport performance. What emerges, as the concepts fit into the model, is that the relationships between those concepts eventually lead to the outcomes or metrics by which the faculty measures performance."

Reade is hopeful that the Alberta Model will also deliver funding relative to any academic unit contributing to learning and discovery in line with the university's academic plan. "When this model is fully realized," says Reade, "the academic administration will start to look at the athletic program in a different way and see that it is really part of the student academic experience. It's much easier for the university to justify spending money on the athletics program then because it fulfils the academic mission—and the Alberta Model is congruent with the university's mission." ■



Ian Reade

## Education trumps regulation for almond farmers

Aaron Yeo

A University of Alberta study shows that simply educating farmers about the hazards of pesticides can reduce their chance of usage by nine per cent.

Environmentalists are always looking for ways to reduce pesticide use, traditionally through government regulations, but also through education programs, which Sandeep Mohapatra, a U of A professor in resource economics and environmental sociology, says works just as well.

"Governments and non-profit organizations are very interested in these programs," Mohapatra said. "But no one [knew] if these education programs work."

Working with researchers in California, Mohapatra closely studied the effects of an education program on the habits of almond farmers in the state over a 10-year period. The goal of the program was to provide an internal incentive to some of the farmers to make their own decisions about pesticide use, instead of forcing them through regulation like those made by the Environmental Protection Agency.

"Whatever decisions you make is the result of an optimization process," he said. "If you're doing something as a farmer, or a student, or an individual, and I regulate that, and say 'it's bad, because the total net cost to society is bad,' it can force you to make sub-optimal decisions."

By learning more about the harm and pollution that certain pesticides cause, farmers can internalize that knowledge and integrate it into their decision making, he says.

"With more information, you re-optimize on your own, and you may realize that the best thing, in this specific instance, is not to use the pesticide," Mohapatra said. "But the impacts of [the programs] cannot be quantified very easily and estimation of the impacts is fraught with statistical challenges."

He used the California government's database of almost 30,000 observations of pesticide use by almond farmers. Some of the farmers had gone through the Biologically Integrated Orchard Systems, an outreach program that was initiated by the University of California and a nonprofit organization, the Community Alliance

of Family Farmers, aimed at providing technical assistance and education. Those who had gone through the BIOS program showed conscious decisions to reduce pesticide use, but Mohapatra also stressed the value of the social learning component of the education programs, or how the information can spread even after the program is over.

"The idea was that once you leave the program, you go and talk to other farmers," he added, and said that there was a continued decrease in pesticide use post-program.

Mohapatra explained that the design of the program was very influential in the results they observed, and that other existing programs might not be as effective if they don't tap into the decision-making process.

"It's a big challenge on how you intervene and tell them 'this behaviour is better,' or 'that behaviour is better,'" he said. "You must keep their incentives in mind, so that it's ultimately for their benefit, because they are not likely to change their behaviour if it's not." ■

**“With more information, you re-optimize [decisions] on your own, and you may realize that the best thing, in this specific instance, is not to use the pesticide.”**

Sandeep Mohapatra

Jamie Hanlon

It is said that in real estate, the value of a property is determined by three factors: location, location, location. Now prospective business students seeking knowledge of the real estate industry

have a new location to consider with the creation of the Melton Chair in Real Estate in the School of Retailing at the University Of Alberta's Alberta School of Business.

The chair, funded principally by the Melton family and the Alberta Real Estate Foundation, will work to develop leadership in real estate within the business school. The position was created and funded in two years, the fastest time for the development of any chair within the

business school, said Paul McElhone, executive director of the School of Retailing, noting that industry buy-in from the major partners and a dozens of other donors was tremendous.

Adding the Melton name to the chair establishes a local connection with a "respected and iconic" real estate developer. "They were a perfect choice to kick off the chair," he said.

However, the partnership with the foundation, which was the crux of the eventual creation of this position, started a decade ago with the development of real estate certificate program and the expansion to the development of a

commercial real estate course three years ago. The popularity of that inaugural class worked into the plan to expand the real estate curriculum, a decision that precipitated establish-

ing the chair—and the search for an occupant.

"We ultimately wanted to find some who could teach commercial real estate who had a PhD background," said McElhone. "We found David Dale-Johnson, who was originally involved in the real estate program at Berkeley."

Dale-Johnson, previously the director of the real estate program at the University of Southern California, Berkeley, and a real estate industry scholar at the University of British Columbia's Sauder School of Business, will expand the course offering to a second class this fall, and potentially adding others in the coming years, including a real estate law course. "That will allow our students to end up with a bachelor of commerce degree with a minor in real estate," he said.

McElhone sees this new chair and the expanding real estate program as a "win-win-win" for industry, the university and for the students. "We've

now become sort of the feeder system for the entire industry for talent," he said. "Commercial realtors such as Avison, Cushman (and Wakefield), Colliers, even some of the investment and development groups look to us for our students when they graduate."

For the school of business in general, and the School of Retailing in particular, the idea of housing this new chair in an area where, as McElhone says, it is inextricably linked, is novel among Canadian universities, and one McElhone hopes will draw business and MBA students to the school.

"When I meet with companies like ICSC (the International Council of Shopping Centers) in New York and talk to the president of the company, he says, 'we don't need any more schools of real estate in North America, what we need are schools of retailing that understand real estate,'" he said. "With this chair, we're pioneering some new thinking out there." ■



David Dale-Johnson

## School of Business real estate chair 'pioneers new thinking'



# news [shorts]

folio presents a sample of some of the research stories that recently appeared on ExpressNews, the U of A's online news source, and other campus news sources. To read more, go to [www.expressnews.ualberta.ca](http://www.expressnews.ualberta.ca).

## U of A lauded for mental health first aid efforts

The University of Alberta is being recognized for its leadership in promoting mental health awareness.

The award, presented by the Mental Health Commission of Canada, is the first one given to a Canadian university for its support of the commission's mental health first aid program. The program, created in 2001 by Australian researchers, has been adapted by over 18 countries worldwide, including Canada. The Canadian version of the program came under the commission's leadership in 2010.

"We were proud to present the University of Alberta with this award," said Sandy Allen, program director of Mental Health First Aid Canada, in a statement. "The University of Alberta has been dedicated to mental health first aid for a very long time and continues to show its unwavering commitment to our program, as well as to its staff and students, by offering such valuable training."

## Researcher wins award for work identifying at-risk kids

A University of Alberta researcher who may have found a quick and easy way of diagnosing mental-health issues and substance-abuse problems in children and youth recently received a New Investigator Award from the Canadian Institutes of Health Research.

Mandi Newton, a researcher in the Faculty of Medicine & Dentistry's Department of Pediatrics, was the principal investigator for a recently published review in the American medical journal *Pediatrics*, which examined various techniques to detect youth alcohol and drug misuse when adolescents show up in emergency departments.

"The statistics put out nationally show about 15 per cent of all children have a mental illness," said Newton, adding most mental-health visits to emergency departments are related to substance misuse and anxiety disorders. In Alberta, one per cent of all pediatric emergency visits are mental-health related.

Newton's team identified two key questions targeting alcohol use and a single drug-related question that were quite effective at identifying youth with a higher risk for substance-abuse problems. The two questions that pinpointed those with alcohol-dependency issues were, "Have you sometimes been under the influence of alcohol in situations where you could have caused an accident or gotten hurt?" and "Have there often been times when you had a lot more to drink than you intended to have?" Newton says youth who answered "yes" to even one of those questions are more likely to have an alcohol dependency.

The question that helped detect youth with abuse issues related to cannabis was, "How often in the past year have you used cannabis?" Newton says her team found that youth who report using cannabis more than twice per year have a higher likelihood of having a cannabis-use disorder compared to those who report less use, says the research review.

"These three questions could be used as a quick screening tool in emergency departments to identify youth who have a higher likelihood of having a substance-use disorder and who need further follow up outside of emergency," said Newton.

## Dental hygiene diploma graduates beat national average

University of Alberta dental-hygiene diploma graduates scored above the national average in every category of the National Dental Hygiene Certification Examination during the most recent round of final exams.

"This is a significant achievement," said Sharon Compton, director of the dental hygiene program in the Faculty of Medicine & Dentistry at the U of A. "We've achieved this standing a couple of times in the past, but this was a more significant margin."

The dental hygiene program is celebrating its 50th anniversary this year. It was established by Margaret MacLean in 1961. Compton says the program has evolved over time, making it one of the top dental-hygiene programs across Canada.

## Music to the judges' ears

University of Alberta music researcher Debra Cairns took a collection of some 50 people—some of whom had no musical training—assembled them into a choir, trained the group to sing songs written more than 200 years ago, and used their recordings to land on the podium at a national choral competition.

The 46-member University of Alberta Concert Choir, made up of students from across campus, recently clinched the award for second place at the National Competition for Canadian Amateur Choirs in Newfoundland under the Mixed-Voice Collegiate Choirs category. Cairns, the choir's director, says four songs, recorded after just 12 weeks of training, were sent in for the competition. Among them was *O magnum mysterium*, set by the Spanish composer Tomás Luis de Victoria.

"It is a very difficult, intricate piece because it is a style we don't often hear and young university-aged people don't often have the opportunity to perform," said Cairns. "That's the piece I'd say I'm most proud of. They sang it so well and convincingly, and with lovely musicianship. That level of difficulty was challenging and they really nailed it, and it was taken from their first live performance." ■

# Map of diabetes trends in Alberta goes online

Sandra Pysklywyc

The Alberta Diabetes Surveillance System was created in 2006 in partnership between Alberta Health and Wellness and the Institute of Health Economics. Led by Jeff Johnson in the University of Alberta's School of Public Health, the group has been identifying trends in diabetes, its associated health conditions and monitoring trends in accessing health-care services and has published a comprehensive report called a *Diabetes Atlas* every two years.

The challenge, says Johnson, is that "as soon as we publish our report, it's a little out of date."

One of the group's goals was to create a way to share information easily and quickly across the province. A new interactive website, developed by the Alberta Diabetes Surveillance System, takes years of research and puts it at the fingertips of health-care professionals, health policy and decision-makers, and even the general public.

"Access to current information and trends can be vital in the planning and delivery of services in this province," says Johnson.

Based on the information received, Johnson says, "we can identify trends over time, across geography and age, as well as pinpoint hotspots in the diabetes population."

"The research has been compiled to provide a practical service for health-care providers and policymakers in our province," says Johnson.

The website can be queried on a broad number of variables such as incidence, the number of new cases of diabetes over a specific time period; prevalence, the proportion of people in a population who have diabetes at a certain period of time; and mortality, number or rate of deaths during a

specific period. Users can sort results by age group, location of residence, Aboriginal status and sex.

Besides finding out information just about diabetes rates, users can also find out about patterns of provincial health-care utilization by people with diabetes such as physician visits, emergency room encounters and hospitalizations. Users can also find out information about health conditions associated with diabetes such as eye and kidney disease, heart attacks, stroke and even mental-health disorders.

For health-care professionals in Alberta, they will, for the first time, have quick and easy access to a wealth of information.

For the past 14 years, the occurrence of diabetes across Alberta has risen steadily and health-care providers are faced with the challenge of providing adequate services and care to meet this growing need.

"Based on our research, Type 2 diabetes is on the rise in older adult males and we can see that cardiovascular disease, heart attacks and strokes are the main causes of death," said Johnson. "Having the information at our fingertips, in a quick and sortable way, will provide so much benefit for health-care planning."

In fact, once the data is accessed, it can be easily exported for presentations and reports. While the group is providing this website as a resource for the health-care industry, the general public is also welcome to access it.

"A simple registration process and a how-to video make using the tool easy," said Johnson.

While Johnson notes that, "all provinces contribute to a national diabetes surveillance system, but the Alberta Diabetes Surveillance System is an embellished version. The new site is leading the way in diabetes reporting and information sharing." ■

# classified ads

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# U of A researchers strive to increase awareness of forgotten essential nutrient

Andrea Hill

A group of researchers at the University of Alberta hopes to draw attention to what has become a forgotten essential nutrient.

Choline, a nutrient found in foods such as egg yolks, liver and soybeans, does not appear to be high on anyone's list of eating priorities, say Jonathan Curtis, Catherine Field and René Jacobs, and this is something they want to change.

"It's gone off the radar," said Field, a researcher in nutrition and metabolism in the Department of Agricultural Food and Nutritional Science. "It's not being taught in schools as being an important nutrient and so our dietitians and health professionals don't think about it."

Part of the reason choline has been overlooked, says Field, is because it is produced naturally in the liver. But people can't produce enough to reap the positive benefits the nutrient offers.

Though choline is not as heavily studied as other nutrients, the limited human and animal research published suggests adequate choline intake is important for fetal development, memory function and prevention of liver and muscle damage.

"Choline has many different biological functions related to healthy development and it plays a role in preventing various diseases," said Jacobs, a biochemist who has studied choline metabolism for the past decade.

Despite its apparent health benefits, few Albertans seem to be getting enough choline in their diets, the researchers have found.

"Our preliminary dietary studies clearly show an insufficient choline intake compared to the recommended levels," said Curtis, an analytical chemist and project leader for ongoing choline research at the university.

According to the Institute of Medicine, women should consume 425 milligrams of choline per day—the equivalent of almost four whole eggs. This value is higher for men and pregnant women.

In an ongoing study looking at the nutrition of pregnant women in Edmonton and Calgary, few study participants are meeting the adequate intake for choline and only one of the first 600 women surveyed reported taking a supplement that contained the nutrient.

This statistic is surprising, says Field, given that 97 per cent of women reported consuming at least one supplement.

"Nobody's taking it," Field said. "If there was information out there on choline, we'd see a lot more of it in this group we had."

But even if people are aware of choline's health benefits, they will have a hard time finding a supplement to help them meet the recommended adequate intakes.

It's a lesson Field learned firsthand.

When she went searching for a supplement containing the type of choline found in eggs for study purposes, she couldn't find one in any Canadian health food store or even on the Internet. She eventually had to ask Curtis and his lab group to make one.

And making choline supplements could be next on the agenda if research like that which is happening at the U of A continues to point to

the importance of choline for health.

In a continuing animal study, Field and her team are looking at the effects of choline during lactation—a nutritionally critical period, but one not well studied.

"It's the most nutritionally stressful period for a woman," Field said. "Her nutritional needs are far greater than during pregnancy because she has to produce milk, an important source of choline, for this growing infant."

New mother rats were fed diets with varying amounts of choline. The amount they consumed appeared to influence the health of their pups.

"The pups that were fed from the moms who didn't have the choline in the diet survived didn't grow as well," Field said. "If there's a decrease in growth, or not a normal rate of growth, that has large implications for later health."

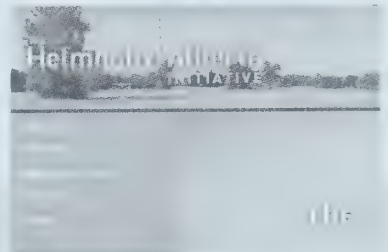
And those implications are now under the microscope as researchers examine the grown pups, looking at immune-system health and

**“Choline has many different biological functions related to healthy development and it plays a role in preventing various diseases.”**

René Jacobs

brain development.

Current funding for choline research projects will end in the spring of 2012. The research crew is applying for more grants this summer so they can establish appropriate choline intake levels and work towards making a choline supplement. ■



oil sands expertise.

There are six active research themes that encompass the initiative: bitumen and lignite upgrading, carbon capture, carbon storage, geothermal energy, sustainable oil sands water management, and mine site reclamation and landscape development.

To watch a video on each theme, go to [www.helmholtzalberta.ca](http://www.helmholtzalberta.ca) and click on research.

## surf city

The Helmholtz-Alberta Initiative is a U of A-led collaborative research program developed in 2009 with the Helmholtz Association of German Research Centres—an umbrella organization of 16 research centres across Germany—that looks at more sustainable and environmental technologies for Alberta's oil sands. The Germans are combining their long history of developing coal-mining technology with the U of A's

## Pharmacology celebrates 50 years of innovation

Quinn Phillips

A pharmacology symposium hosted by the University of Alberta 25 years ago saw most attending researchers unable to predict where their field would be in the next 25 years. Now many of those researchers are back to celebrate the 50th anniversary of the Department of Pharmacology and are taking the time to reflect on advancements in the field over the last half century.

**“We can do things [now] that were impossible 25 years ago.”**

Edwin Daniel

Edwin Daniel, the first chair of the department, was a part of the symposium 25 years ago, and says he has learned so much and given so many talks since then it's tough to remember exactly what was talked about, but he says the field has come a long way.

"Molecular pharmacology is a big, important item," said Daniel, who retired at the age of 85 last year. "It opens all kinds of new fields because now we can actually look at individual molecules

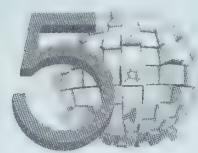
chemically and sometimes even in their native state; structurally we can even label them and follow them. We can do things that were impossible 25 years ago."

"I think the big change in thinking was the human genome project," said, Sandy Clanachan, interim chair of the department. "Genomics held a lot of promise and made people think more details about molecular mechanisms. There's a lot of hype with genetics and pharmaco-genetics but it hasn't quite reached its full potential."

Both men were part of the department's 50th anniversary celebrations held Aug. 5 and 6 in the Katz Group Centre for Pharmacy and Health Research. There were numerous speakers, many of whom were graduates or former faculty from the U of A, including Chris Triggie, who Clanachan says is an international star in pharmacology; Daniel, who is renowned after spending almost 60 years in the field, and Terry Kenakin, who has written numerous textbooks and currently works as a professor at the University of North Carolina.

This type of event is good because it can help foster collaborations, says Clanachan because it brings together researchers from across the world to talk about their individual pharmacology research, which can spark ideas.

Department of Pharmacology



Celebrating 50 Years of Innovation

"Pharmacology is a relatively small community worldwide," said Clanachan. "Something like this anniversary celebration brings in people from the United Kingdom, the United States and people from all over Canada," explaining that attendees from Calgary had raised discussions around collaborations with colleagues who also attended the event.

With the updated technologies in the field, there's a lot of room for advancement, agree Daniel and Clanachan, who think the big thing will be personalized medicine.

"There's a lot of buzz about pharmaco-genetics where drugs can be tailored to individual's genomes," which is different than the current standard of drug therapy that is based on larger cohort, said Clanachan.

"This time is a good time to reflect on past successes," said Clanachan. "It's an opportune time for us to look at what we're doing right now and what our objectives should be in the future." ■

## laurels

**Sushanta Mitra**, professor in the Department of Mechanical Engineering, has received the 2011 Outstanding Researcher Award from the American Society of Mechanical Engineers.

**Amit Kumar**, professor in the Department of Mechanical Engineering, has been named the 2011 Young Engineer of the Year Award by the Canadian Society for Bioengineering.

**Michael Houghton**, professor in the Department of Medical Microbiology and Immunology, has received the Gold Medal from the Canadian Liver Foundation in recognition of his significant contributions to the advancement of hepatology.

The Confederation of Alberta Faculty Association has awarded **Jeff Bisanz**, professor in the Department of Psychology, its Distinguished Academic Award in recognition of his outstanding research and scholarship record.

**Arya Sharma**, professor in the Division of Endocrinology, has received an honorary degree from the University of Guelph-Humber.

**John Kennelly**, dean of the Faculty of Agricultural, Life & Environmental Sciences, has been named a Fellow of the Agricultural Institute of Canada.

## talks & events

Talks & Events listings do not accept submissions via fax, mail, email or phone. Please enter events you'd like to appear in *folio* and on Express News at: [www.uofaweb.ualberta.ca/events/submit.cfm](http://www.uofaweb.ualberta.ca/events/submit.cfm). A more comprehensive list of events is available online at [www.events.ualberta.ca](http://www.events.ualberta.ca). Deadline: noon one week prior to publication. Entries will be edited for style and length.

### Until Oct. 14

**Portrait of a Canadian Icon: The Sir Samuel Benfield Steele Collection.** This exhibition highlights fascinating items from the Steele Collection and includes original correspondence, diaries, scrapbooks, military papers, and photographs. Noon–4:30 p.m. Rutherford Library, North and South (Humanities and Social Sciences).

### Until Aug. 31

**Solar Observing.** View the sun at the University of Alberta's new observatory on the 5th floor of the CCIS building. This summer, free public viewing of the sun will take place on Wednesdays from noon to 1 p.m. West End Centennial Centre for Interdisciplinary Science (CCIS).

### Until Aug. 25

**Threshold: Looking through an Open Door.** Drawing 140 and 240 students from the University of Alberta explore new perspectives. Curated by Megan Hahn. South Foyer Rutherford Library, North and South (Humanities and Social Sciences).

### Aug. 23

**Communications and Technology Program Information Session.** Are you thinking about doing a graduate degree in communications? Join us for an information session about the master of arts in communications and technology. 6–7 p.m. 2-957 Enterprise Square.

### Fall 2011 Information

**Sessions.** Find out what part-time study at Faculty of Extension can do for you by attending one or more of our information sessions Aug. 23. There is no need to RSVP, and light refreshments will be served. Check our website for specific session times and locations. 6–8:30 p.m. Enterprise Square.

### Aug. 26-28

**Alumni & Friends River Trip.** An excursion on the North Saskatchewan River! The trip includes food plus all shared camping, safety and canoeing gear. Transportation provided. Supply your own clothing, sleeping bags and sleeping pads. Price: \$500 + GST per person. Families welcome, ages 12 and up. Register online at the Alumni Store or call the Alumni Office at 780-679-1105.

### Aug. 26

**Analytical and Environmental Toxicology Seminar.** Wenwan Zhong, assistant professor, Department of Chemistry at the University of California, presents a seminar on "Analytical Chemistry at the Nano-Bio Interface". Everyone is welcome to attend this seminar. 2:30 p.m. 2F1.04 (classroom D) University of Alberta Hospital.

### Sept. 7

**NSERC Banting Post Doctoral Grants Program Information Session.** This is your opportunity to hear from a fellow researcher experienced in the review of these grant applications. This workshop is open to all faculty eligible to apply for NSERC grants. Seating is limited; registrants will have priority if attendance exceeds room capacity. 1:30–2:30 p.m. 2-1 Council Chambers University Hall.

### Sept. 9

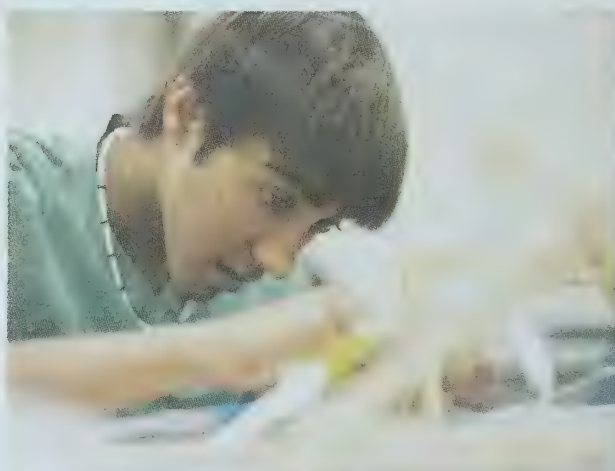
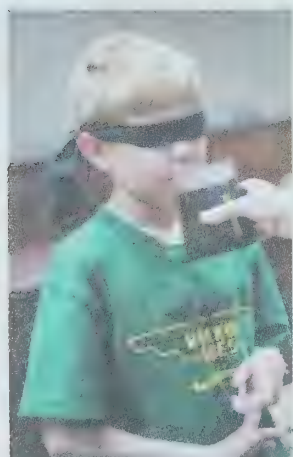
**Knowledge Synthesis presentation.** Andrew Cave, with the Faculty of Medicine & Dentistry, presents as part of the university-wide CIHR OOGP Course of Action. 11:30 a.m.–1:30 p.m. 2J2.14 University of Alberta Hospital.



# CAMPS

## OF DISCOVERY AT THE U OF A

A big part of university summer life is its vast selection of kids' summer camps—running the gamut from DiscoverE put on by the Faculty of Engineering; Eureka! run by the Department of Philosophy; the Faculty of Medicine & Dentistry's Rockin' Docs, and countless sports camps.



*The BackPage*







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# FALL 2011

*uplifting*

## COURSE GUIDE FALL 2011

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There is also the opportunity for students who wish to specialize in the Management Development Certificate for Professional Engineers, Geologists and Geophysicists or the Management Development Certificate for Police Services. Please visit our web-site for complete details.

Courses are also eligible for exemption towards various professional designations such as the Certified Management Accountant (CMA), Canadian Institute of Management (CIM) and the Insurance Institute of Canada (FCIP).

To find out more, drop in to our Information Session in Room 2-926 of Enterprise Square on Tuesday, August 23 between 6:00 pm and 7:00 pm.

780.492.3027

website: [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

## Fall Term 2011

subject	catalog #	section	day(s)	duration	starts	cost
EXMGT	5566	FA1 Commercial Law	R	13 eve	Sept 15	\$575
EXMGT	5678	FA1 Directing and Managing Organizational Change	T	13 eve	Sept 13	\$575
EXMGT	5596	FA2 Human Resources Foundations	FSDR	**	Oct 14	\$575
EXMGT	5596	FA1 Human Resources Foundations	R	13 eve	Sept 15	\$575
EXMGT	5576	FA1 Interpersonal Communications in Business	T	13 eve	Sept 13	\$575
EXMGT	5577	FA1 Introduction to Management*	T	13 eve	Sept 13	\$575
EXMGT	5577	FA2 Introduction to Management*	FSDR	**	Sept 9	\$575
EXMGT	5578	FA1 Introduction to Managerial Economics	R	13 eve	Sept 15	\$575
EXMGT	5579	FA1 Introductory Financial Accounting	M	12 eve	Sept 12	\$575
EXMGT	5585	FA1 Microeconomics	M	12 eve	Sept 12	\$575
EXMGT	5581	FA1 Management Accounting	W	13 eve	Sept 14	\$575
EXMGT	5587	FA1 Organizational Behaviour	R	13 eve	Sept 15	\$575
EXMGT	5587	FA2 Organizational Behaviour	FSDR	**	Sept 16	\$575
EXMGT	5587	FA3 Organizational Behaviour	FSDR	**	Oct 21	\$575
EXMGT	5682	FA1 Strategic Management	FSDR	**	Nov 18	\$575

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Please note that this course has undergone a name change: Introduction to Management (formerly Introduction to Business Management)

\*\* Call for details

Please visit our web-site at [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management) for the most current information and specific program details.

# Purchasing Management

Offered in cooperation with the Purchasing Management Association of Canada, learn the fundamentals of procurement, transportation, logistics and operations. For further information please visit our web-site.

To find out more, drop in to our Information Session in Room 2-926 of Enterprise Square on Tuesday, August 23 between 6:00 pm and 7:00 pm.

780.492.3027

website: [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

## Fall Term 2011

subject	catalog #	section	day(s)	duration	starts	cost
EXPMAC	5696	FA1 Introduction to Accounting and Finance	SD	2 days	Nov 26	\$615
EXPMAC	5698	FA1 Introduction to Business Planning	MT	2 days	Nov 28	\$615
EXPMAC	5695	FA1 Introduction to Contract Law	MT	2 days	Sept 19	\$615
EXPMAC	5634	FA1 Introduction to Logistics	SD	3 wk	Oct 22	\$625
EXPMAC	5697	FA1 Introduction to Marketing	SD	2 days	Oct 29	\$615
EXPMAC	5635	FA1 Introduction to Operations Management	R	13 eve	Sept 15	\$625
EXPMAC	5632	FA1 Introduction to Procurement	SD	3 wk	Sept 17	\$625
EXPMAC	5633	FA1 Introduction to Transportation	W	13 eve	Sept 14	\$625

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Please visit our web-site at [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management) for the most current information and specific program details.



# Risk and Insurance Management

Risk Management is the fast-growing discipline of management dealing with the handling of losses which can seriously affect an organization's normal operation. Courses are offered in cooperation with Risk and Insurance Management Society. The Faculty of Extension also offers courses that lead towards the FCIP (Fellow Chartered Insurance Professional offered through the Insurance Institute of Canada.

To find out more, drop in to our Information Session in Room 2-926 of Enterprise Square on Tuesday, August 23 between 6:00 pm and 7:00 pm.

## Fall Term 2011

subject	catalog #	section	day(s)	duration	starts	cost
EXIIC	5626	FA1 Risk Management Process	W	13 eve	Sept 14	\$575
EXIIC	5627	FA1 Torts	R	13 eve	Sept 15	\$575

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Please visit our web-site at [www.extension.ualberta.ca/iic](http://www.extension.ualberta.ca/iic) for the most current information and specific program details.

780.492.3027

website: [www.extension.ualberta.ca/iic](http://www.extension.ualberta.ca/iic)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

# Information Technology Management Certificate Program

Keep pace with the rate of change in the information systems industry and learn how to anticipate future developments and trends.

Based on an understanding that organizational effectiveness depends on how managers acquire, organize and use information, this program has been developed in consultation with information technology practitioners, business managers, and industry experts. It provides systems and business professionals with the latest knowledge and expertise in the area of information technology management.

To find out more, drop in to our Information Session in Room 2-926 of Enterprise Square on Tuesday, August 24 between 6:00 pm and 7:00 pm.

## Fall Term 2011

subject	catalog #	section	day(s)	duration	starts	cost
EXMGT	5678	FA1 Directing and Managing Organizational Change	T	13 eve	Sept 13	\$575
EXMGT	5613	FA1 Evolving Technologies	W	13 eve	Sept 14	\$575
EXMGT	5614	FA1 Information Technology Concepts	T	13 eve	Sept 13	\$575
EXMGT	5576	FA1 Interpersonal Communications in Business	T	13 eve	Sept 13	\$575
EXMGT	5577	FA1 Introduction to Management*	T	13 eve	Sept 13	\$575
EXMGT	5577	FA2 Introduction to Management*	FSDR	**	Sept 9	\$575
EXMGT	5617	FA1 Strategic Planning for Information Technology Management	R	13 eve	Sept 15	\$575

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Please note that this course has undergone a name change: Introduction to Management (formerly Introduction to Business Management)  
\*\* Call for details

Please visit our web-site at [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management) for the most current information and specific program details.

780.492.3027

website: [www.extension.ualberta.ca/itm](http://www.extension.ualberta.ca/itm)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

# Professional Associations providing Additional Accreditation

Many of the courses offered in Management Certificate Programs can be used to receive recognition from many respected and valued professional associations. Professional designations in such areas as accounting, purchasing, management, risk and insurance, and human resources can be completed by taking courses through the University of Alberta. For a complete listing of partnered professional associations please call 780.492.3027 or check our website at [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management).

780.492.3027

website: [www.extension.ualberta.ca/management](http://www.extension.ualberta.ca/management)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)



# Human Resources Management Certificate Program

Managing employees is critical to any organizations success. Learn how to plan for the needs of your organization and gain a greater understanding of issues in this field. Improve and enhance your practical skills that directly apply to the day-to-day operation of the human resources role. This program is invaluable for those working in human resources, as well as those working in or aspiring to a supervisory role.

To find out more, drop in to our Information Session in Room 2-926 of Enterprise Square on Tuesday, August 23 between 6:00 pm and 7:00 pm.

780.492.3027  
website: [www.extension.ualberta.ca/hrm](http://www.extension.ualberta.ca/hrm)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

Fall Term 2011							
subject	catalog #	section	day(s)	duration	starts	cost	
EXMGT	5678	FA1 Directing and Managing Organizational Change	T	13 eve	Sept 13	\$575	
EXMGT	5596	FA2 Human Resources Foundations	FSDR	**	Oct 14	\$575	
EXMGT	5596	FA1 Human Resources Foundations	R	13 eve	Sept 15	\$575	
EXMGT	5576	FA1 Interpersonal Communications in Business	T	13 eve	Sept 13	\$575	
EXOS	4620	FA1 Introduction to Health and Safety	M	13 eve	Sept 12	\$575	
EXOS	4620	FA2 Introduction to Health and Safety	MTWR	13 eve	Oct 3	\$575	
EXMGT	5577	FA1 Introduction to Management*	T	13 eve	Sept 13	\$575	
EXMGT	5577	FA2 Introduction to Management*	FSDR	**	Sept 9	\$575	
EXMGT	5578	FA1 Introduction to Managerial Economics	R	13 eve	Sept 15	\$575	
EXMGT	5605	FA1 Issues an Trends in Total Compensation	T	13 eve	Sept 13	\$575	
EXMGT	5599	FA1 Labour and Employee Relations*	W	13 eve	Sept 14	\$575	
EXMGT	5585	FA1 Microeconomics	M	12 eve	Sept 12	\$575	
EXMGT	5587	FA1 Organizational Behaviour	R	13 eve	Sept 15	\$575	
EXMGT	5587	FA2 Organizational Behaviour	FSDR	**	Sept 16	\$575	
EXMGT	5587	FA3 Organizational Behaviour	FSDR	**	Oct 21	\$575	
EXMGT	5602	FA1 Techniques of Interviewing	FSDR	**	Nov 4	\$575	
EXMGT	5603	FA1 Managing Performance through Training and Development*	S	7 days	Sept 10	\$575	

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Please note that these courses have undergone name changes: Introduction to Management (formerly Introduction to Business Management), Labour and Employee Relations (formerly Labour Relations), Managing Performance through Training and Development (formerly Training and Development of the Workforce)  
\*\* Call for details

Please visit our web-site at [www.extension.ualberta.ca/hrm](http://www.extension.ualberta.ca/hrm) for the most current information and specific program details.

# Business Analysis Professional Citation Program

Business Analysts are in demand! Business Analysis is the set of tasks, knowledge, and techniques required to identify business needs and determine solutions for business problems. This program will be of interest to Business and Project Managers who seek solutions for process improvement and organizational changes as well as System Analysts who need to bridge the gap between business processes and technical requirements.

The program curriculum is endorsed by the International Institute of Business Analysis (IIBA). The IIBA is an international not-for-profit professional association for business analysis professionals that develops and maintains standards for the practice of business analysis and for the certification of practitioners.

To find out more, drop in to our Information Session in Room 2-926 of Enterprise Square on Tuesday, August 23 between 7:30 pm and 8:30 pm.

IIBA™ Endorsed Education Provider

Fall Term 2011							
subject	catalog #	section	day(s)	duration	starts	cost	
EXBA	5687	FA1 Introduction to Business Analysis	MTW	3 days	Sept 12	\$875	
EXBA	5687	FA2 Introduction to Business Analysis	FS	2 wknd	Sept 16	\$875	
EXBA	5688	FA1 Understanding and Gathering Requirements	MT	2 days	Oct 3	\$675	
EXBA	5688	FA2 Understanding and Gathering Requirements	SD	1 wknd	Oct 22	\$675	
EXBA	5689	FA1 Analyzing Information, Processes and Workflow	MTW	3 days	Oct 24	\$875	
EXBA	5689	FA2 Analyzing Information, Processes and Workflow	FS	2 wknd	Nov 18	\$875	
EXBA	5690	FA1 Communication Success Factors	MT	2 days	Nov 14	\$675	

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

780.492.3027  
website: [www.extension.ualberta.ca/ba](http://www.extension.ualberta.ca/ba)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)



# Supervisory Development Citation Program

Our Supervisory Development Citation Program provides the up-to-date information and advice you need to become an effective leader in your work environment. Whether you already supervise staff or are planning to move your career in that direction, you will benefit from this practical program that focuses on the key areas of supervision.

### Core Courses

- Principles of Supervision (16 hours)
- Interpersonal Communications (16 hours)
- Creating Effective Work Groups (16 hours)
- The Supervisor as a Trainer (16 hours)
- Interviewing Techniques for Supervisors (16 hours)
- Supervisory Summation (16 hours)

### Elective Seminars (Choose one)

- Supervising in the Union Environment (16 hours)
- The Law and the Supervisor (16 hours)

The program schedule is flexible, offering you a choice of classes to choose from. To graduate, you will complete the six core courses and one elective. Corporate discounts are available for organizations enrolling more than three people at one time in any one seminar. For more information, call 780.492.5066 or 780.492.8315.

### Key Leadership Skills

subject	catalog #	section	day(s)	duration	starts	cost
EXSDP	5310	FA1 Principles of Supervision	MT	2 days	Sept 19	\$435
EXSDP	5310	FA2 Principles of Supervision	RF	2 days	Sept 22	\$435
EXSDP	5311	FA1 Interpersonal Communications	RF	2 days	Sept 29	\$415
EXSDP	5313	FA1 The Supervisor as a Trainer	RF	2 days	Oct 6	\$415
EXSDP	5312	FA1 Creating Effective Work Groups	RF	2 days	Oct 13	\$415
EXSDP	5314	FA1 Interviewing Techniques for Supervisors	RF	2 days	Oct 20	\$415
EXSDP	5310	FA3 Principles of Supervision	RF	2 days	Oct 27	\$435
EXSDP	5311	FA2 Interpersonal Communications	MT	2 days	Oct 31	\$415
EXSDP	5316	FA1 The Law and the Supervisor	RF	2 days	Nov 3	\$415
EXSDP	5314	FA2 Interviewing Techniques for Supervisors	MT	2 days	Nov 7	\$415
EXSDP	5313	FA2 The Supervisor as a Trainer	MT	2 days	Nov 14	\$415
EXSDP	5315	FA1 Supervising in the Union Environment	RF	2 days	Nov 17	\$415
EXSDP	5312	FA2 Creating Effective Work Groups	MT	2 days	Nov 21	\$415
EXSDP	5317	FA1 Supervisory Summation	RF	2 days	Dec 1	\$415

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

## Professional Development Series

As a professional, you are always looking for ways to further your career and education and bridge your current learning into future opportunities.

In today's global work world, professionals at all levels are finding that continually enhancing their knowledge and expertise is a powerful way to increase your competitive edge as well as contribute towards the positive enrichment of your corporation's culture and operations. The Faculty of Extension's new Professional Practice Studies allows you to specialize in areas of specific interest to enhance your skills and knowledge in a targeted subject area. Each specialization will provide approximately 50 hours of study and upon completion participants will receive recognition of their accomplishment.

### Students may focus on the following specializations:

- Workplace Communication\*
- Conflict Resolution\*
- Financial Management\*
- Management Bootcamp\*
- Workplace Coaching\*

\* For the complete listing of program requirements please visit our website at: [www.extension.ualberta.ca/developmentseries](http://www.extension.ualberta.ca/developmentseries)

We are committed to help you achieve your personal and professional goals.

## Business Seminars

Find out more about Business Programs at our Information Session held on Tuesday, August 23 from 6:00 to 7:00 pm in Room 2-926, Enterprise Square, 10230 Jasper Avenue

### Management Seminars

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	5419	FA1 GMAT Test Preparation Course	W	9 eve	Sept 14	\$885*
EXGEN	5353	FA1 Basic Accounting for Nonaccountants	M	6 eve	Sept 26	\$465*
EXGEN	5369	FA1 Managing Your Time	F	1 day	Sept 30	\$375*
EXGEN	5418	FA1 Win-Win Collaboration	RF	2 days	Oct 6	\$465*
EXGEN	5421	FA1 Take This Job And...Love It!	F	1 day	Oct 21	\$375*
EXGEN	5432	FA1 Workplace Presentation Skills	MT	2 days	Oct 24	\$465*
EXGEN	5426	FA1 Building Organizational Collaboration and Trust	M	1 day	Oct 24	\$375*
EXGEN	5360	FA1 Finance for Nonfinancial Managers	WR	2 days	Nov 2	\$465*
EXGEN	5372	FA1 Mental Toughness: Training for Success	R	1 day	Nov 17	\$435*
EXGEN	5410	FA1 Coaching for Success	MT	2 days	Nov 21	\$465*
EXGEN	5430	FA1 The Art of Business Relationships	MT	2 days	Nov 28	\$465*
EXGEN	5422	FA1 Assertive Communication	F	1 day	Dec 2	\$375*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Corporate discounts are available for organizations enrolling more than three people at one time in any one seminar. For more information, call 780.492.5066 or 780.492.8315.

### Investments and Personal Finance

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	5375	FA1 Personal Investment Strategies	T	10 eve	Sept 13	\$395*
EXGEN	5390	WI1 The Art and Science of Investing	T	10 eve	Jan 10	\$395*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST.

780.492.3027

website: [www.extension.ualberta.ca/businessseminars](http://www.extension.ualberta.ca/businessseminars)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)



# Occupational Health and Safety

Concern for the promotion of health and safety in the workplace is increasing among workers and employers across all industries. Consequently, the demand for occupational health and safety professionals is also increasing. This certificate program is designed to help practitioners from many different backgrounds develop the competencies needed to be effective in the development, implementation, and evaluation of occupational health and safety programs and systems in a wide variety of occupational settings.

The program consists of 6 core courses, 78 hours of elective courses and 35 hours of elective enrichment seminars.

The University of Alberta's Occupational Health and Safety Certificate Program is also offered at the following affiliate institutions: Keyano College (Fort McMurray), Red Deer College, Grande Prairie Regional College and Medicine Hat College.

Find out more about the Occupational Health & Safety Certificate at our Information Session

Edmonton location:  
Tuesday, August 23  
from 6:00 pm to 7:00 pm  
in Room 2-922, Enterprise Square, 10230 Jasper Avenue.

Calgary location:  
Tuesday, August 23 from 6:00 pm to 7:00 pm in EC2065, Mount Royal University.

780.492.3037  
toll free: 1.800.808.4784  
website: [www.extension.ualberta.ca/ohs](http://www.extension.ualberta.ca/ohs)  
email: [ohs@ualberta.ca](mailto:ohs@ualberta.ca)

Classes listed below will be held in Edmonton/Calgary, and Online.

Occupational Health and Safety – Edmonton							
subject	catalog #	section	day(s)	duration	starts	cost	
CORE COURSES							
EXOS	4620	FA1	Introduction to Health and Safety Systems		M	13 eve	Sept 12 \$575
EXOS	4620	FA2	Introduction to Health and Safety Systems		MTWR	4 days	Oct 3 \$575
EXOS	4621	FA1	Management of Health and Safety Systems		SD	3 wknd	Oct 1 \$575
EXOS	4621	FA2	Management of Health and Safety Systems		MT	4 days	Dec 5 \$575
EXOS	4622	FA1	Fundamentals of Occupational Hygiene		W	13 eve	Sept 14 \$575
EXOS	4622	FA2	Fundamentals of Occupational Hygiene		SD	3 wknd	Oct 22 \$575
EXOS	4623	FA1	Applied Occupational Hygiene		TWRF	4 days	Sept 27 \$575
EXOS	4624	FA1	Health and Safety Legislation and Policy		WRF	3 days	Sept 14 \$575
EXMGT	5587	FA1	Organizational Behaviour		R	13 eve	Sept 15 \$575
EXMGT	5587	FA2	Organizational Behaviour		FSDR	**	Sept 16 \$575
EXMGT	5587	FA3	Organizational Behaviour		FSDR	**	Oct 21 \$575
ELECTIVE COURSES							
EXOS	4575	FA1	Fundamentals of Auditing		TWRF	4 days	Sept 20 \$575
EXOS	4631	FA1	How To Be An Effective Safety Trainer		MTWR	4 days	Oct 17 \$575
EXMGT	5576	FA1	Interpersonal Communications in Business		T	13 eve	Sept 13 \$575
EXMGT	5603	FA1	Managing Performance through Training & Development*		S	7 days	Sept 10 \$575
EXOS	4609	FA1	Safety Hazard Recognition, Evaluation & Control		SD	4 days	Sept 10 \$575
EXOS	4609	FA2	Safety Hazard Recognition, Evaluation & Control		TWRF	4 days	Nov 22 \$575
EXOS	4625	FA1	Risk Management and Communications		TWRF	4 days	Nov 29 \$575
ENRICHMENT SEMINARS							
EXOS	4633	FA1	Accident Causation Theory		R	1 day	Oct 6 \$345
EXOS	4634	FA1	Avoiding a Wrong with Two Rights: Human Rights Vs. the Right to Safety		RF	2 days	Oct 27 \$445
EXOS	4603	FA1	Behaviour-Based Safety		SD	2 days	Dec 10 \$445
EXOS	4568	FA1	Emergency Management		RF	2 days	Oct 13 \$445
EXOS	4578	FA1	Health and Safety Committees		S	1 day	Sept 17 \$345
EXOS	4579	FA1	Incident Investigation		MT	2 days	Oct 17 \$445
EXOS	4584	FA1	Managing Contractor Safety Performance		RF	2 days	Oct 20 \$445
EXOS	4629	FA1	Noise and Hearing Conservation		F	1 day	Oct 7 \$345
EXOS	4612	FA1	Safety Culture & Perception Surveys		F	1 day	Sept 30 \$345

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Call for details

Occupational Health and Safety - Calgary							
subject	catalog #	section		day(s)	duration	starts	cost
CORE COURSES							
EXOS	4620	FA3	Introduction to Health and Safety Systems	MTWR	4 days	Sept 26	\$575
EXOS	4621	FA3	Management of Health and Safety Systems	TWRF	4 days	Nov 22	\$575
EXOS	4622	FA3	Fundamentals of Occupational Hygiene	TWRF	4 days	Sept 13	\$575
EXOS	4623	FA2	Applied Occupational Hygiene	SD	3 wknd	Oct 1	\$575
EXOS	4624	FA2	Health and Safety Legislation and Policy	MTW	3 days	Nov 14	\$575
ELECTIVE COURSES							
EXOS	4601	FA1	Fundamentals of Disability Management	TWRF	4 days	Nov 1	\$575
EXOS	4576	FA1	Fundamentals of Ergonomics	SD	4 days	Dec 3	\$575
ENRICHMENT SEMINARS							
EXOS	4603	FA2	Behaviour-Based Safety	RF	2 days	Oct 13	\$445
EXOS	4560	FA1	Conflict and Confrontation	RF	2 days	Dec 1	\$445
EXOS	4572	FA1	Fall Protection	S	1 day	Sept 24	\$345
EXOS	4574	FA1	Fire Safety Program	SD	2 days	Nov 5	\$445
EXOS	4628	FA1	Toxicology: Effects and Hazards	F	1 day	Dec 9	\$345
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

Occupational Health and Safety – Online							
subject	catalog #	section	day(s)	duration	starts	cost	
CORE COURSES							
EXOS	4622	FA4	Fundamentals of Occupational Hygiene	M	13 wks	Sept 12	\$675
EXMGT	5587	FA4	Organizational Behaviour		13 wks	Sept 13	\$675
LEGEND	M–Monday	T–Tuesday	W–Wednesday	R–Thursday	F–Friday	S–Saturday	D–Sunday

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday



# Environmental Resource Management

The Environmental Resource Management Certificate Program (ERM) is designed for:

- Individuals transitioning into the environmental field
- Mid-level experienced professionals who want to enhance and update their skills and knowledge
- Individuals who wish to achieve manager-level responsibilities in the field of environmental resource management
- Individuals who wish to broaden their environmental skills
- Individuals with experience in private organizations or public agencies dealing with natural resources or the environment.

The ERM certificate program provides training for professional development in private or public organizations. The aim is to increase familiarity and competence in understanding the dynamics of environmental resource management, the strategies and techniques of environmental planning and management, and the biological, physical, social, economic and institutional implications of resource decisions. Students also become familiar with various quantitative methods of analysis and aids to decision making. The ERM courses blend theory and practical exercises to help students develop the comprehensive set of skills and understanding the students' need to succeed. It offers a thorough background in air, water and soil processes, and environmental monitoring, biotechnology, instrumentation and experimental design.

## Certified Canadian Environmental Practitioner

ERM Graduates are eligible to apply for the Canadian Certified Environmental Practitioner-in-Training designation, CEPIT, under CECAB's (The Canadian Environmental Certification Approvals Board) National Certification Program for Canadian Environmental Practitioners. The CEPIT certification is seen as a stepping stone to becoming a Canadian Certified Environmental Practitioner (CCEP). To apply for a CCEP, applicants must have a two or three year diploma or degree in addition to a minimum five years of Canadian environmental work experience.

For more information on CECAB please go to [www.cecab.org](http://www.cecab.org)

**Corporate Training:** Contact us now to learn how we can help your organization meet its professional development and corporate training objectives.

Fall Term 2011							
subject	catalog #	section		day(s)	duration	starts	cost
CORE COURSES							
EXERM	4252	FA1	Environmental Geology	TRS	8 eve/1S	Sept 8	\$565
EXERM	4250	FA1	Principles of Ecosystems	T	8 eve	Oct 11	\$565
EXERM	4260	FA1	Environmental Law	TWR	3 days	Nov 8	\$565
ELECTIVES							
EXERM	4274	FA1	Fundamental of GIS	TWR	3 days	Sept 20	\$565
EXERM	4301	FA1	Sustainable Development New	RFS	3 days	Oct 13	\$565
EXERM	4265	FA1	Applied Vegetative Reclamation	RFS	3 days	Oct 27	\$565
EXERM	4298	FA1	Understanding LEED for Building Works New	RFS	3 days	Nov 24	\$565

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Courses are subject to change. Please visit our website at [www.extension.ualberta.ca/erm](http://www.extension.ualberta.ca/erm) for the most current information and to register online.

To find out more about the Environmental Resource Management Certificate Program, plan to attend our Information Session on Tuesday, August 23 from 7:30 pm to 8:30 pm in Room 2-938, Enterprise Square, 10230 Jasper Avenue, Edmonton AB.

**780.492.5532 or 780.492.3158**

website: [www.extension.ualberta.ca/erm](http://www.extension.ualberta.ca/erm)  
email: [erm@ualberta.ca](mailto:erm@ualberta.ca)

# Construction Administration

How can you enter or advance in this exciting, high-growth field? This certificate provides the fundamental areas of construction administration. Develop and expand your managerial skills in courses developed and approved by U of A and accredited by *Canadian Construction Association for Gold Seal Accreditation*.

If you desire a career change in the construction field, this program will help you gain knowledge essential to success in the field. Or, if you work in the construction industry, design, project management, manufacturing and supply, development, or real estate, and are seeking the competitive edge to further your career, this certificate will greatly increase your competency, and ability to compete and advance. This program builds your understanding of the planning, technical, financial, and legal aspects of the construction business.

**Construction Project Management Citation – COMING SOON!:**  
scheduled regular courses and corporate training, please check on our web site for more details

**Corporate Training:**  
Contact us now to learn how we can help your organization meet its professional development and corporate training objectives

**780.492.5532 or 780.492.3158**

website: [www.extension.ualberta.ca/cst](http://www.extension.ualberta.ca/cst)  
email: [cst@ualberta.ca](mailto:cst@ualberta.ca)

Fall Term 2011							
subject	catalog #	section		day(s)	duration	starts	cost
EXCST	4203	FA1	Contract Law & Construction Documents (Core)	W	13 eve	Sept 14	\$565
EXCST	4204	FA1	Fundamentals of Project Management (Core)	R/S	3 eve/4S	Sept 10	\$565
EXCST	4202	FA1	Construction Planning & Scheduling (Core)	T/S	7 eve/3S	Sept 20	\$565
EXCST	4217	FA1	Project Delivery (Elective)	RF	2 days	Sept 29	\$485
EXCST	4239	FA1	Construction Cost Control (Elective) NEW	R/S	7 eve/3S	Oct 13	\$565
EXCST	4216	FA1	Fundamentals of Blueprint Reading (Elective)	RF	2 days	Nov 17	\$485
EXCST	4298	FA1	Understanding LEED for Building Works (Elective) NEW	RFS	3 days	Nov 24	\$515

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Courses are subject to change. Please visit our website at [www.extension.ualberta.ca/cst](http://www.extension.ualberta.ca/cst) for the most current information and to register online.

To find out more about the Construction Administration Certificate program, plan to attend our Information Session on Tuesday, August 23 from 6:00 pm to 7:00 pm in Room 2-938, Enterprise Square, 10230 Jasper Avenue, Edmonton AB.



# Fine Arts

*“To be an artist is to believe in life.” ~ Henry S. Moore*

Art expresses who we are, where we are going, where we have been, and what we might be. It compels us to engage our minds, think in new ways, and to use our most precious gift, our imagination.

Develop your imagination and creative expression with a solid grounding in the fundamentals of art through our Fine Arts courses. Offering studio instruction with professional artists, critique and practice, these courses help you build a portfolio reflective of your artistic vision and mastery.

Courses in Fine Arts can be taken towards a Fine Arts Certificate, as outlined below, or for general interest.

For a complete brochure on our courses, contact our program at 780.492.3034 or visit our website at [www.extension.ualberta.ca/finearts](http://www.extension.ualberta.ca/finearts)

## Fine Arts Certificate Courses

Our certificate program offers three streams to choose from – drawing, painting, and watercolour. Each stream is comprised of eight core courses (240 hrs) plus 60 hours of elective courses and workshops.

Fine Arts Certificate Program students are required to be 17 or older and hold a high school diploma or equivalent. Students must complete a program application form and provide a non-refundable application fee of \$75. Call 780.492.3093 to request a form.

You *do not* need to be a certificate student to register in Extension Fine Arts courses.

**Looking for More Information? Find out more about our Fine Arts Certificate at our Information Session on Tuesday, August 23, from 6-7 pm in Room 2-958, Enterprise Square, 10230 Jasper Avenue.**

## Scholarships Available

The Fine Arts program has a number of scholarships available for certificate students upon application and recommendation of instructors. For more information, visit [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies).

## Fall Term 2011

subject	catalog #	section	day(s)	duration	starts	cost
CORE CERTIFICATE COURSES						
EXART	3005	FA1	Drawing I **	R	10 eve	Sept 15 \$395*
EXART	3005	FA2	Drawing I **	M	10 eve	Sept 12 \$395*
EXART	3005	FA3	Drawing I**	W	10 aftrn	Sept 14 \$395*
EXART	3003	FA1	Visual Art & Design I	W	10 eve	Sept 14 \$395*
EXART	3006	FA1	Drawing II	M	10 eve	Sept 12 \$395*
EXART	3002	FA1	Art History	R	10 eve	Sept 15 \$395*
EXART	3010	FA1	Painting I	T	10 eve	Sept 13 \$395*
EXART	3012	FA1	Painting III	W	10 eve	Sept 14 \$395*
EXART	3525	FA1	Watercolour I	R	10 eve	Sept 22 \$395*
EXART	3007	FA1	Life Drawing	W	10 eve	Sept 14 \$395*
EXART	3260	FA1	Project Course <sup>†</sup>			\$195*
ELECTIVE CERTIFICATE COURSES						
EXART	3529	FA1	Figure Painting	M	10 aftrn	Sept 12 \$395*
EXART	3596	FA1	Heavy Texture (Impasto) Painting	F	10 eve	Sept 16 \$395*
EXART	3531	FA1	Developing A Sketchbook: Visual Thinking	T	10 eve	Sept 13 \$395*
EXART	3223	FA1	Pen, Ink, and Watercolour	S	10 morn	Sept 17 \$395*
EXART	3543	FA1	Soft Pastel Drawing I	M	10 eve	Sept 12 \$395*
EXART	3542	FA1	Contemporary Thematic Development	S	10 morn	Sept 17 \$395*
EXART	3532	FA1	Abstract Painting	R	5 eve	Sept 15 \$195*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Note: Most afternoon classes are held from 1 – 4 pm, morning classes are held from 10 am – 1 pm, and evening classes are held from 6:30 – 9:30 pm.

\* Plus art supplies, materials, or textbook.

\*\* Drawing is one of the cornerstones of art training and is recommended to students with no previous art experience.

<sup>†</sup> NEW: pay \$195 per semester of enrollment in Project Course

• Please visit our website for course prerequisites: [www.extension.ualberta.ca/finearts](http://www.extension.ualberta.ca/finearts)

780.492.3034

website: [www.extension.ualberta.ca/finearts](http://www.extension.ualberta.ca/finearts)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



# Residential Interiors

*"A home cannot be truly beautiful unless it functions in harmony with who we are." ~ Clodagh*

Do you have a passion for interior design? Do you notice special details: the way light falls through a window, how a doorway frames a view, why a certain shade or texture doesn't fit the feel of a room? Decorating a home is a form of creative expression, as are the visual arts of drawing and painting. If you like to make your living environment reflect who you are, and if you have a flair for making a house a home, consider pursuing studies in residential interiors that can lead to a professional certificate.

## Residential Interiors Certificate\*

Requirement to complete: 351 credit hours (6 core and 3 elective courses)

This certificate, unique in Western Canada, is recognized as an excellent university-level program and incorporates the principles of fine arts, architecture, and business. Offering a balanced combination of theory, practice through applied exercises, and industry-specific instruction, this program will enhance your current practice or help you pursue a new career in residential interior decorating.

\* While auditing for general interest is permitted, preference for admission will be granted to students enrolled in the Residential Interiors Certificate Program.

## Possible Transfer of RI Credits to a Degree Program:

Our students can apply for admission to the U of A Human Ecology Degree program [www.ales.ualberta.ca/futurestudents/Explore\\_Programs/Human\\_Ecology/TextilesandClothing.aspx](http://www.ales.ualberta.ca/futurestudents/Explore_Programs/Human_Ecology/TextilesandClothing.aspx) (Clothing, Textiles and Material Culture Major). If accepted into that program, they may have core Residential Interiors credits apply toward a minor in Interiors.

Fall Term 2011						
subject	catalog #	section		day(s)	duration	starts cost
CORE COURSES						
EXRI	4676	FA1	Introduction to Residential Interiors	M	13 eve	Sept 12 \$550*
EXRI	4676	FA2	Introduction to Residential Interiors	M	12 morn/1 eve	Sept 12 \$550*
EXRI	4677	FA1	Basic Drawing, Drafting, and Presentation	T	13 aftn	Sept 13 \$550*
EXRI	4678	FA1	Colour Theory and Application	W	13 eve	Sept 14 \$550*
EXRI	4680	FA1	Products and Finishes	W	13 eve	Sept 14 \$550*
EXRI	4679	FA1	Space Planning	R	13 eve	Sept 15 \$550*
EXRI	4681	FA1	Business Practice	T	13 eve	Sept 13 \$550*
ELECTIVES						
EXRI	3510	FA1	Computer-Assisted Design (CAD)	M	13 eve	Sept 12 \$550*
EXRI	4682	FA1	History of Residential Furnishings	W	13 eve	Sept 14 \$550*
EXRI	4683	FA1	Building Construction	T	13 eve	Sept 13 \$550*
EXRI	3588	FA1	Green Design	W	13 eve	Sept 14 \$550*

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
Note:	Morning classes are held from 9 am – noon, afternoon classes are held from 1 – 4 pm, and evening classes are held from 6:30 – 9:30 pm.						
* Plus text and supplies							
Additional electives will be offered in our winter and spring semesters.							

The Residential Interiors Information Night is your opportunity to learn more about the program, instructors, and courses. Please join us on Tuesday, August 23, from 7:30 to 8:30 pm in Room 2-922, Enterprise Square, 10230 Jasper Avenue.

780.492.3093  
website: [www.extension.ualberta.ca/ri](http://www.extension.ualberta.ca/ri)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

# Humanities

*"Culture is the widening of the mind and of the spirit." ~ Jawaharlal Nehru*

Explore the arts and humanities to develop both your critical and creative faculties, and to reach a greater understanding of the world around you.

Fall Term 2011						
subject	catalog #	section		day(s)	duration	starts cost
EXGEN	3814	FA1	The Symbol of the Black Madonna	S	1 day	Oct 1 \$95*
EXGEN	3815	FA1	Discovering your Secret	S	1 day	Nov 5 \$95*
EXGEN	3816	FA1	Symbols and Myths of Eastern Religions	W	6 eve	Sept 7 \$185*
EXGEN	3818	FA1	Beyond Beliefs	M	6 eve	Oct 17 \$185*
EXGEN	3817	FA1	Popular Music Before 1945	T	6 eve	Sept 6 \$185*
EXGEN	3819	FA1	The Art of Reading Poetry	R	6 eve	Oct 20 \$185*
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday D-Sunday
*	Plus GST					
Note:	Evening classes are held 6 pm – 8:30 pm, and day classes are held 10 am – 4 pm.					

780.492.3093  
website: [www.extension.ualberta.ca/humanities](http://www.extension.ualberta.ca/humanities)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



# English Language Program

Discover a whole new world by studying English at the University of Alberta. Our English Language Program provides a chance to explore interesting ideas, discover another culture and develop new communications skills that will take you around the world. We offer everything from English basics to pronunciation enhancement to university level English in day and evening classes. Small class size means you get lots of opportunity to concentrate on the skills you need and practise along with students from around the world. We also support you with highly qualified instructors and a state-of-the-art Multimedia Language Learning Centre with Internet access and interactive computer software.

## Our Program

Established in 1973, the English Language Program (ELP) enjoys an international reputation for providing a high standard of instruction in English to students from around the world. This standard of excellence is maintained by specialized teaching staff who employ modern teaching approaches and materials. Students use a computerized, state-of-the-art, multi-media language centre. In addition to regular offerings, the ELP will organize short-term courses designed to meet the specific needs of groups from the local or international community.

Before enrolling, prospective students must take the ELP placement test to determine their level of English competence. To be accepted into the program, students must be literate in their first language and obtain a minimum score on the placement test.

### Placement Test

	day(s)	duration	starts	cost
Placement Test—September Session	W	1 Morn	Aug 31	\$80
Placement Test—November Session	F	1 Morn	Oct 28	\$80
Intensive Day Courses—September Session	M-F	34 Morn or Aftn	Sept 6	\$1,850*
Intensive Day Courses—November Session	M-F	34 Morn or Aftn	Nov 1	\$1,850*
English for Academic Purposes (EAP) – September (ESL 140 – ESL 145)	M-R	33 Morn or Aftn	Sept 7	\$1,850*
– November (ESL 140 – ESL 145)	M-R	33 Morn or Aftn	Nov 2	\$1,850*
– Preparing for Graduate Studies: ESL 550	MWF		Sept 7	\$1,875*
– iBT® for University Admission	M-F	30 Aftn	Sept 12	\$1,450*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

Note\*: Each Intensive Day Course session lasts 7 weeks. Cost includes tuition, mandatory health insurance, health services and student services fees. ESL 140 through 145 are English for Academic Purposes (EAP) courses. These courses are meant especially for students who wish to enter academic degree programs at an English-speaking university or college.

## Intensive Day Program

In the IDP, students learn the communication skills needed to function, efficiently and effectively in professional and social settings. The four skills – listening, speaking, reading, and writing – are balanced through our language instruction in a friendly and positive English-speaking environment. New students write a placement test prior to registration, then build their confidence in using English through constant feedback and encouragement from our instructors. In our classes, audio-visual materials and interactive language software are used extensively in addition to textbooks.

### Day Courses

	day(s)	duration	starts	cost
INTENSIVE DAY PROGRAM (LEVELS 1-8)				
ESL 100, 105, 110, 115, 120, 125, 130, 135 & Business English)				
September Session	M-F	Morn or Aftn	Sept 6	\$1,850*
November Session	M-F	Morn or Aftn	Nov 1	\$1,850*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

Note\*: Each Intensive Day Course session lasts 7 weeks. Cost includes tuition, mandatory health insurance, health services and student services fees. ESL 140 through 145 are English for Academic Purposes (EAP) courses. These courses are meant especially for students who wish to enter academic degree programs at an English-speaking university or college.

## English for Academic Purposes

ESL 140 and ESL 145 are a two-part series of English for Academic Purposes (EAP) courses that help advanced ESL students improve their academic listening, speaking, reading, and writing skills. Students who successfully complete these courses will be able to synthesize information from a variety of academic sources, analyze materials, and present their ideas in accordance with first-year university standards. ESL 140 and ESL 145 are one option that students may take to meet the English Language Proficiency requirement for undergraduate admission of the University of Alberta.

### English for Academic Purposes (EAP)

	day(s)	duration	starts	cost
ENGLISH FOR ACADEMIC PURPOSES (EAP) (ESL 140-ESL 145)				
September Session	M-R	Morn or Aftn	Sept 7	\$1,850*
November Session	M-R	Morn or Aftn	Nov 2	\$1,850*
iBT® for University Admission	M-F	Aftn	Sept 12	\$1,450*
PREPARING FOR GRADUATE STUDIES (ESL 550)				
	MWF	Morn or Aftn	Sept 7	\$1,875*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

### Evening Courses

subject	catalog #	section	day(s)	duration	starts	cost
EXELP	7120	FA1 English for Everyday Situations*	MW	13 eve	Sept 12	\$300
EXELP	7120	FA2 English for Everyday Situations *	MW	13 eve	Nov 7	\$300
EXELP	7121	FA1 Conversations in English*	MW	13 eve	Sept 12	\$300
EXELP	7121	FA2 Conversations in English *	MW	13 eve	Nov 7	\$300
EXELP	7122	FA1 English for Academic Environments*	MW	13 eve	Sept 12	\$300
EXELP	7122	FA2 English for Academic Environments *	MW	13 eve	Nov 7	\$300
EXELP	7123	FA1 Presentations for Academics & Professionals*	MW	13 eve	Sept 12	\$300
EXELP	7123	FA2 Presentations for Academics & Professionals *	MW	13 eve	Nov 7	\$300
EXELP	7124	FA1 Pronunciation: From Sounds to Phrases*	TR	13 eve	Sept 13	\$300
EXELP	7124	FA2 Pronunciation: From Sounds to Phrases *	TR	13 eve	Nov 8	\$300
EXELP	7125	FA1 Pronunciation: Phrases and Beyond*	TR	13 eve	Sept 13	\$300
EXELP	7125	FA2 Pronunciation: Phrases and Beyond *	TR	13 eve	Nov 8	\$300
EXELP	7126	FA1 Writing Basics	TR	13 eve	Sept 13	\$300
EXELP	7126	FA2 Writing Basics	TR	13 eve	Nov 8	\$300
EXELP	7127	FA1 Writing Beyond the Basics	TR	13 eve	Sept 13	\$300
EXELP	7127	FA2 Writing Beyond the Basics	TR	13 eve	Nov 8	\$300
EXELP	7075	FA1 Writing for Academic Purposes	TR	13 eve	Sept 13	\$300
EXELP	7075	FA2 Writing for Academic Purposes	TR	13 eve	Nov 8	\$300
EXELP	7088	FA1 Thesis Writing for International Students	TR	13 eve	Sept 13	\$300
EXELP	7088	FA2 Thesis Writing for International Students	TR	13 eve	Nov 8	\$300

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Admission requirement: Before enrolling, contact the ELP Office at 492-5530 or 492-3036 to make an appointment for a required oral /speech test at a fee of \$10.

780.492.5530 or 780.492.3036

website: [www.elp.alberta.ca](http://www.elp.alberta.ca)

email: [elpinfo@ualberta.ca](mailto:elpinfo@ualberta.ca)



# Languages

*"If we spoke a different language, we would perceive a somewhat different world." ~ Ludwig Wittgenstein*

Access an expanding global market, visit foreign countries, and connect with more people—all through developing skills in a second language.

Learning a language is more than making unusual sounds and learning a new alphabet. It's about communicating and understanding. It is a cultural experience. As you develop your vocabulary and perfect your pronunciation of a new language, you will find delight in the cadence, idioms and forms of expression. And through the words and sentences that you learn, you will gain insight into how others around the globe view their world. Whether your career would benefit from a new language, you are fascinated by other countries and cultures, or you have a yen for travel, our language classes open up a world of possibilities.

## Spanish Language Certificate

Planning to travel in a Spanish-speaking country? Doing business in Latin America? Or are you simply interested in learning about a new culture and language? The courses in our Spanish Language Certificate offer the opportunity to learn the language in intimate classes formatted in short modules that let you begin at whatever level suits your skills.

Find out more about our Spanish Language Certificate at our Information Session held on Tuesday, August 23 from 6-7 pm in Room 2-976, Enterprise Square, 10230 Jasper Avenue.

780.492.3034

website: [www.extension.ualberta.ca/languages](http://www.extension.ualberta.ca/languages)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

Chinese (Mandarin)							
subject	catalog #	section	day(s)	duration	starts	cost	
EXGEN	3155	FA1 Chinese (Mandarin) I	M	12 eve	Sept 12	\$355*	

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

French							
subject	catalog #	section	day(s)	duration	starts	cost	
EXGEN	3114	FA1 French I	M	12 eve	Sept 12	\$355	
EXGEN	3114	FA2 French I	W	12 eve	Sept 14	\$355	
EXGEN	3109	FA1 French II	M	12 eve	Sept 12	\$355	
EXGEN	3139	FA1 French III	W	12 eve	Sept 14	\$355	
EXGEN	3247	FA1 French IV	R	12 eve	Sept 15	\$355	

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

German							
subject	catalog #	section	day(s)	duration	starts	cost	
EXGEN	3397	FA1 German I	T	12 eve	Sept 13	\$355*	
EXGEN	3398	FA1 German II	R	12 eve	Sept 15	\$355*	
EXGEN	3436	FA1 German VI	W	12 eve	Sept 14	\$395*	

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

Italian							
subject	catalog #	section	day(s)	duration	starts	cost	
EXGEN	3116	FA1 Italian I	M	12 eve	Sept 12	\$355*	
EXGEN	3117	FA1 Italian II	W	12 eve	Sept 14	\$355*	

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

Japanese							
subject	catalog #	section	day(s)	duration	starts	cost	
EXGEN	3138	FA1 Japanese I	M	12 eve	Sept 12	\$355*	
EXGEN	3418	FA1 Japanese IV	W	12 eve	Sept 14	\$355*	

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

Spanish							
subject	catalog #	section	day(s)	duration	starts	cost	
EXSLC	3119	FA1 Spanish Module 1	W	7 eve	Sept 7	\$285	
EXSLC	3119	FA2 Spanish Module 1	R	7 eve	Sept 8	\$285	
EXSLC	3119	FA3 Spanish Module 1	T	7 eve	Oct 18	\$285	
EXSLC	3125	FA1 Spanish Module 2	W	7 eve	Sept 7	\$285	
EXSLC	3125	FA2 Spanish Module 2	W	7 eve	Oct 26	\$285	
EXSLC	3125	FA3 Spanish Module 2	R	7 eve	Oct 27	\$285	
EXSLC	3377	FA1 Spanish Module 3	M	12 eve	Sept 12	\$355	
EXSLC	3132	FA1 Spanish Module 4	T	12 eve	Sept 13	\$355	

LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
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# Writing and Editing

"For me, writing is exploration; and most of the time, I'm surprised where the journey takes me." ~ Jack Dann

To get ahead, either in your working career or studies—whatever your discipline, improved writing abilities can help. Clear communication is essential – for life in general. Let us help you develop your writing skills.

Explore the clear expression of ideas, create interesting characters that amuse, write meaningful poetry, or move from pen to print or the Internet. Guided by professional writers, many of whom have won prestigious awards, our writing courses will help you transform your thoughts into effective and inspired writing.

780.492.3093

website: [www.extension.ualberta.ca/writing](http://www.extension.ualberta.ca/writing)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

## Online Graduate Course – Winter 2012

### New Media Narratives: Writing and Publishing in a Developing Field (COMM 597)

An open studies and elective course offered by the Communications and Technology Graduate Program, Faculty of Extension, U of A

For details phone 780.492.1501  
email: [eileen.crookes@ualberta.ca](mailto:eileen.crookes@ualberta.ca)  
[www.mact.ca](http://www.mact.ca)

## Writing Essentials

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	3797	FA1 Grammar for Effective Writing	T	8 eve	Oct 4	\$295*
EXGEN	3112	FA1 Writing Skills: Improving Style and Clarity	W	8 eve	Oct 5	\$295*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Plus GST

## Editing

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	3133	FA1 A Practical Guide to Proofreading	S	2 days	Sept 24	\$225*
EXGEN	3147	FA1 Introduction to the Craft of Editing	M	7 eve	Oct 17	\$315*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Plus GST

## Professional and Specialty Writing

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	3359	FA1 Writing for the Web	M	1 day	Oct 3	\$195*
EXGEN	3793	FA1 Writing in the Workplace	RF	2 days	Oct 20	\$395*
EXGEN	3986	WI1 Trends in Social Media Writing (for Business and Non-Profits)	S	1 day	Jan 28	\$195*
EXGEN	3405	FA1 Technical Writing: Procedures and Manuals	T	4 eve	Sept 20	\$315*
EXGEN	3977	FA1 Writing for Magazines	W	8 eve	Sept 28	\$295*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Plus GST

## Creative Writing

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	3181	FA1 Writing the Novel	F/S	3 eve/3 days	Sept 30	\$315*
EXGEN	3113	FA1 Introduction to Creative Writing	R	8 eve	Oct 6	\$295*
EXGEN	3987	FA1 Introduction to Screenwriting **	M	8 eve	Sept 26	\$295
EXGEN	3780	FA1 Elements of Creative Nonfiction	RF/S	2 eve/1 day	Nov 17	\$255*
EXGEN	3787	FA1 Unlocking the Muse: Meditation and Creativity	F/SD	1 eve/2 days	Dec 2	\$255*
EXGEN	3144	WI1 Write That Book and Get it Published!	S	1 day	Jan 28	\$165*

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Plus GST

\*\* Co-sponsored with FAVA - Film & Video Arts Society-Alberta

## Creative Writing (Online delivery)

subject	catalog #	section	day(s)	duration	starts	cost
EXGEN	3407	FA1 Creative Writing (Online delivery)		8 wks	Oct 11	\$315 *
EXGEN	3799	FA1 Effective Social Media Communication (Online delivery)		8 wks	Sept 26	\$315 *

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Plus GST

## Women's Writing

	duration	starts
19th Annual Women's Words: Summer Writing Week - <a href="http://www.womenswords.ca">www.womenswords.ca</a>	10 days	June 1-10, 2012

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday



# Communications and Technology

*"In this electric age we see ourselves being translated more and more into the form of information, moving toward the technological extension of consciousness,"* wrote Marshall McLuhan in 1964, in an insightful comment that has taken on new meaning in the age of the Internet. We can ask the same questions about the art and symbols of the ice age that we do about the electronic networks of today's organizations. How does a medium of communication come into being? What influences do new communications technologies have on people's everyday lives? And how do individuals and groups act to change communications practices?

The Communications and Technology Graduate Program at the University of Alberta offers a theoretical, historical and practical examination of the technology-enabled, knowledge-intensive workplace. The Master of Arts in Communications and Technology (MACT) degree is designed for students who seek to provide reflective and informed leadership in the management and use of information and communications technologies (ICTs) in their organizations and fields. These fields include education and training, information technology, public affairs, mass media, marketing, new media production, program design and development, and writing and publishing.

Students from outside of the Alberta capital region, including international students, may register in the program without changing their place of residence. The MACT is a course-based graduate program that requires the completion of 7 core courses, 3 electives, and a final applied research project. Four of the core courses must be completed during the two Spring Institutes held at the University of Alberta each May, with the remaining 3 core courses to be completed online. The core courses are scheduled to permit completion of the degree within two academic years. Students may complete approved electives offered by the University of Alberta or at another recognized university.

Admission requirements are as follows: a four-year degree from a recognized university; a GPA of at least 3.0 (or equivalent); at least three years of relevant professional experience; three application-specific letters of support; and a letter of interest that specifies the applicant's academic or professional area of interest, states how admission to the program would support the applicant's professional practice, and provisionally describes the topic for the final applied research project. Up to 25 students are admitted each year to begin their studies in May.

THE APPLICATION DEADLINE FOR ADMISSION TO BEGIN STUDIES IN MAY 2012 IS DECEMBER 15, 2011.

To find out more about the Master of Arts in Communications and Technology, attend our Information Session on Tuesday, August 23, from 6:00 pm to 7:00 pm in Room 2-957, Enterprise Square, 10230 Jasper Ave NW.

780.492.1538  
website: [www.mact.ca](http://www.mact.ca)  
email: [mact@ualberta.ca](mailto:mact@ualberta.ca)

# Adult and Continuing Education

The Certificate in Adult & Continuing Education (CACE) Program shows you how to develop, coordinate and facilitate adult training programs using effective adult education strategies. Improve your career options while learning from respected instructors and colleagues and having the opportunity to network with other professionals in the field.

## Certificate in Adult & Continuing Education (CACE)

The nationally recognized CACE program is designed to assist you develop techniques to help others learn. Learn how to integrate adult learning theory, concepts, and practices to become a more effective adult educator. You will develop skills in planning, managing, teaching and evaluating courses and programs for adult learners. Instructors, trainers, course developers, coordinators, and managers alike, benefit from the applied nature and flexibility the program offers. The program is jointly developed and delivered by a consortium involving the University of Victoria, University of Saskatchewan, University of Manitoba and the University of Alberta. We invite you to discover the lifelong benefits of continuing your professional development through the CACE program.

Find out more about the Certificate in Adult & Continuing Education at our Information Session held on Tuesday, August 23 from 6:00 to 7:00 pm in Room 2-970, Enterprise Square, 10230 Jasper Avenue.

780.492.7237  
website: [www.extension.ualberta.ca/cace](http://www.extension.ualberta.ca/cace)  
email: [adulted@ualberta.ca](mailto:adulted@ualberta.ca)

Summer Institute and Fall Course Schedule							
subject	catalog #			day(s)	duration	starts	cost
EXCACE	5883	FA1	Planning and Delivery of Adult Education*	T	13 wks	Sept 13	\$575
EXCACE	5801	FA1	Adult Education Principles and Practice**	WS	10 wks	Sept 14	\$575
EXCACE	5927	FA1	Train The Trainer	WRF/RF	5 days	Sept 14	\$630
EXCACE	5963	FA1	Understanding & Working with Learning Styles	MTW	3 days	Sept 19	\$530
EXCACE	5995	FA1	e-Learning Toolkit	On-line	4 wks	Sept 19	\$410
EXCACE	7138	FA1	Facilitation of Adult Learning	M	10 wks	Oct 3	\$575
EXCACE	7128	FA1	Perspectives in Adult Literacy	On-line	4 wks	Oct 6	\$360
EXCACE	7137	FA1	e-Teaching: Introduction To Developing and Facilitating Online Courses <i>Pre-Requisite is e-Learning Toolkit. Experience teaching adult learners is required.</i>	On-line	10 wks	Oct 11	\$575
EXCACE	5710	FA1	Learning Design and Technology Overview, <i>Pre-Requisite is e-Learning Toolkit</i>	Blended	11 wks	Oct 12	\$575
EXCACE	5705	FA1	Program Evaluation	M	7 wks	Oct 17	\$530
EXCACE	5962	FA1	Action Learning: The Practice of Learning in Real Time	MTW	3 days	Oct 19	\$530
EXCACE	5995	FA2	e-Learning Toolkit	On-line	4 wks	Nov 21	\$410
EXCACE	5987	FA1	Reflexive Practice	MTW	3 days	Nov 28	\$530

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday  
\* Formerly Program Planning Location: NAIT  
\*\* Formerly Foundations of Adult Education  
\* Courses are subject to change.

Please visit our website at [www.extension.ualberta.ca/cace](http://www.extension.ualberta.ca/cace) for the most current information and to register online.



# Government Studies

National Advanced Certificate in Local Authority Administration (NACLAA)  
Information Access and Protection of Privacy (IAPP)  
Applied Land Use Planning (ALUP)

Promoting good government through public policy and public administration continuing education.

## National Advanced Certificate in Local Authority Administration (NACLAA Level I) [Local Government Certificate Program (LGCP)] and National Advanced Certificate in Local Authority Administration (NACLAA Level II)

The NACLAA Program integrates theory and practice to foster understanding of local government administration. Courses are delivered online and there is extensive use of discussion and debate. Upon completion of NACLAA – Level I, students can advance their studies further in NACLAA – Level II.

Each course has a secured access website including several forums for student interaction within the online eClass system. Throughout the term, you can discuss issues and network with your fellow students and the instructor(s) from across Canada. You will have the opportunity to share experiences and ideas with your classmates and build on them to enrich your own learning. For more information contact our program office.

### Fall Offerings

#### NACLAA - Level I

The following courses are offered online in September:

- Citizen Engagement and Consultation
- Information Access and Protection of Privacy (IAPP) Foundations
- Local Government
- Local Government Accounting
- Municipal Law I
- Municipal Planning I (currently for LGCP students only)

**780.492.6914 or 780.492.2870**

**website: [www.extension.ualberta.ca/naclaa](http://www.extension.ualberta.ca/naclaa)**  
**email: [lgpnacaa@ualberta.ca](mailto:lgpnacaa@ualberta.ca)**

For more information, plan to attend our information session  
Tuesday, August 23 from 7:30 – 8:30 pm in Room 2-957, Enterprise  
Square, 10230 Jasper Ave NW.

**toll free: 1.877.686.4625**  
**fax 780.492.9439**

**website: [www.extension.ualberta.ca/naclaa](http://www.extension.ualberta.ca/naclaa)**  
**general email: [govstudy@ualberta.ca](mailto:govstudy@ualberta.ca)**

## Information Access and Protection of Privacy (IAPP) Certificate Program

The IAPP Certificate Program courses focus on fundamental theories related to the ideas, structures, and processes that define appropriate administration of access and privacy legislation at a municipal, provincial, and federal level in Canada. The program aims to develop and enhance managerial leadership capabilities in the access and privacy field, improve administration of the legislation, and promote enlightened democratic government. Courses are delivered online and there is extensive use of discussion and debate.

### Fall Offerings\*

The following courses are offered online in September:

- Information Access and Protection of Privacy (IAPP) Foundations
- Information Access in a Liberal Democracy
- Health Information Access and Privacy
- Privacy in a Liberal Democracy
- Privacy Applications: Issues and Practices

\* Delivery of courses in French - please contact the program for further information

**780.492.5052 or 780.492.2862**

**website: [www.extension.ualberta.ca/iapp](http://www.extension.ualberta.ca/iapp)**  
**email: [iappuofa@ualberta.ca](mailto:iappuofa@ualberta.ca)**

## Applied Land Use Planning (ALUP) Certificate Program

The ALUP Certificate Program seeks to demonstrate that collaboration, interdependence and teamwork are the essence of effective planning. Our students are involved in various professional roles within municipal government, from development officers, planning technicians and assistants to managers and administrators in smaller municipalities. As such our program is designed to match the complexity of a variety of municipal government planning needs; effective planning necessitates the cooperation of various agents at all levels of the community.

### Fall Offerings

The following courses begin in September:

- Citizen Engagement and Consultation- online
- Fundamental of GIS (through ERM Program) – in person
- Land Use and Subdivision design – in person
- Local Government- online
- Municipal Law I - online
- Municipal Planning I - online

**780.492.6914 or 780.492.5052**

**website: [www.extension.ualberta.ca/alup](http://www.extension.ualberta.ca/alup)**  
**email: [alup@ualberta.ca](mailto:alup@ualberta.ca)**

Please check our website for the most update courses:  
**[www.extension.ualberta.ca/alup](http://www.extension.ualberta.ca/alup)**





# FALL 2011 INFORMATION SESSIONS

Find out what part-time study at the U of A can do for you.

**DATE:** Tuesday, August 23, 2011

**LOCATION:** All sessions are held at Enterprise Square,  
10230 Jasper Avenue NW

**6:00-7:00 pm**

Adult & Continuing Education (CACE)	2-970
Business Programs	2-926
Construction Administration	2-938
Fine Arts	2-958
MA Communications & Technology	2-957
Occupational Health and Safety	2-922*
Spanish Language	2-976

**7:30-8:30 pm**

Business Analysis Professional Citation	2-926
Environmental Resource Management	2-938
Residential Interiors	2-922
Government Studies	2-957

\* Also offered in Calgary at Mount Royal University in Room EC2065  
on Tuesday, August 23 from 6:00 – 7:00 pm

[www.extension.ualberta.ca/infosessions](http://www.extension.ualberta.ca/infosessions)

## Computer training for staff, students, and public.

The Technology Training Centre offers standard desktop application training ranging from Microsoft Office to the Adobe Creative Suite along with offering customized one-on-one or group training.

With every course taken the TTC offers a lifetime support in all courses by phone or email. Option to retake courses within a 12 month period at no additional charge. Top quality instructors that work with all the software packages they teach and with the ability to go beyond what is covered in the software.

### Courses Offered

MS Office 2007 & 2010  
Adobe Creative Suite  
Print and Web Design

Statistical Analysis  
Database Design  
BlackBerry

Sharepoint  
 Moodle  
Project Management



UNIVERSITY OF ALBERTA  
TECHNOLOGY TRAINING CENTRE

780.492.1397

[www.ttc.ualberta.ca](http://www.ttc.ualberta.ca)

DO MORE WITH  
YOUR COMPUTER



## Hours of Operation

### Registration/Information Desk

Monday to Thursday  
8:30 a.m. to 8:00 p.m. (MST)

Friday  
8:30 a.m. to 4:30 p.m. (MST)

Saturday  
8:30 a.m. to noon (MST)

**Spring - May 1 to May 30**  
Monday to Friday  
8:00 a.m. to 7:00 p.m. (MST)

**Summer - June 1 to August 31**  
Monday to Friday  
8:00 a.m. to 6:00 p.m. (MST)

**The Registration Office will be closed:**  
Canada Day – Friday, July 1  
Heritage Day – Monday, August 1  
Labour Day – Monday, September 5  
Thanksgiving – Monday, October 10  
Remembrance Day – Friday, November 11

Registrations will be accepted during office hours; however, payments will be processed during cash office hours.

### Cash Office Hours

**May 1 to August 31**  
Monday to Friday  
8:00 am to 3:30 pm

**September 1 to April 30**  
Monday to Friday  
8:30 am to 4:00 pm

For your convenience, you may register using your VISA, MasterCard or AMEX, personal or company cheque, a money order or bank draft, debit card, cash or company invoice.

When payment is by a corporate pay type (credit card, invoice, or cheque), and the corporation is a GST Exempt Entity, a letter confirming the GST Exemption number must accompany the registration.

# Course Registration Information

### 5 Easy Ways to Register for a Course

Submit a completed Course Registration form indicating your course selection. You can register by phone using VISA, MasterCard or AMEX during the office hours listed above. Call us at 780.492.3109 or 780.492.3116.

**Online:**  
Visit our website at [www.extension.ualberta.ca](http://www.extension.ualberta.ca)

**By Phone or Fax:**  
Phone: 780.492.3116  
Fax: 780.492.0627

**By Mail or in Person:**  
**By Mail:** Registration Office, Faculty of Extension, Enterprise Square, 10230 Jasper Avenue NW, Edmonton, Alberta, T5J 4P6

**In Person:** Drop your registration form and fee payment off at our Registration Office, located on the main floor at Enterprise Square, 10230 Jasper Avenue.

### Payment Options:

- Visa, Mastercard or AMEX
- Cheque, Bank Draft or Money Order: made payable to the University of Alberta. (Please remit separate payment for each course)
- Interac: if registering in person
- Companies who wish to be invoiced must supply:
  - A Letter of Authorization on company letterhead or Purchase Order
  - Student's Name
  - Course name, number and section
  - Course cost (including GST if the course is taxable. Course cost cannot be split between invoice and another payment type)
  - Signed/approved by someone with signing authority (not the student's signature)
  - A GST reference number if the entity is tax exempt (i.e. Provincial Government)

### After you have Registered

**Confirmation Notice**  
Within 10 days you will receive confirmation of your course location, dates and times. If you haven't received confirmation within two weeks of registering, please call our information desk at 780.492.3116.

**Education Credit/Tuition Tax Receipt (form T2202A)**  
Education and tuition tax credit receipts (form T2202A) are generated for students registered in courses that provide credit towards a citation, certificate, diploma or degree. For further information on the Income Tax Act and the tuition and education tax credit interpretation sections, please refer to our website on the topic: [www.extension.ualberta.ca/taxcredit](http://www.extension.ualberta.ca/taxcredit)

**Withdrawals and Refunds**  
**EFFECTIVE JULY 1, 2011**  
If you choose to withdraw from a course, log into Bear Tracks and use the 'Drop' page to withdraw from class or send your withdraw request in writing to the Faculty

of Extension Registration Office. An administrative fee will be withheld for all withdrawals.

Please review the withdraw policy online at: [www.extension.ualberta.ca/register/policies](http://www.extension.ualberta.ca/register/policies)

Contact the Registration Office at 780.492.3116 if you have any questions regarding the withdraw policy.

### Transfer Policy

#### EFFECTIVE JULY 1, 2011

Should you wish to transfer from one Extension course or class section to another, please let us know 5 days before the course start date or, in the case of thirteen week classes, before the 3<sup>rd</sup> class. A \$50 transfer fee will apply.

### Course Cancellations

When course enrollments are not sufficient, Extension may cancel the course. In such a case, we will contact you as soon as possible before the course start date and refund in full any fees paid.

Inspired by learning  
and discovery

In April 2011, the Faculty of Extension migrated into campus solutions, the records management (database) system used by the University of Alberta. This means that all current and new students will use *BearTracks* to access their student record. Please call our Registration Office if you have questions or experience difficulties. Check our website for updates and further details.



**UNIVERSITY OF ALBERTA**  
**FACULTY OF EXTENSION**

### COURSE REGISTRATION

Faculty of Extension  
Ph: 780.492.3116 Fax: 780.492.0627

FOR OFFICE USE ONLY

PROGRAM

LEGAL FIRST NAME	LEGAL MIDDLE NAME	LEGAL LAST NAME
FORMER LAST NAME		
DATE OF BIRTH (mm-dd-yyyy)	GENDER: <input type="checkbox"/> Male <input type="checkbox"/> Female	
CORRESPONDENCE ADDRESS (Mailing Address):		
CITY	PROVINCE	POSTAL CODE
COUNTRY	TELEPHONE <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Work	

### NEW TO THE UNIVERSITY OF ALBERTA? Please complete this section

PLACE OF BIRTH (Country)

#### ABORIGINAL APPLICANTS (Optional)

If you choose to declare that you are of Canadian Aboriginal ancestry within the meaning of the Canadian Constitution Act of 1982, please specify:

- ☐ I am Status Indian/First Nations ☐ I am Métis  
☐ I am Non-Status Indian/First Nations ☐ I am Inuit

EMAIL ADDRESS

Your personal e-mail address will be used to communicate to you until you are assigned a University of Alberta e-mail account. Subsequent communications will be sent to your U of A e-mail address. It is your responsibility to check your U of A e-mail frequently

CLASS NUMBER (optional)	SUBJECT CODE	CATALOG NUMBER	SECTION	COURSE TITLE	FEES	GST*	TOTAL

\*Many of our courses are exempt from GST. Please indicate GST only if it is indicated in the fee for that course.

\*\*GST EXEMPT ENTITIES: When payment is by a corporate pay type (credit card, invoice, or cheque), and the corporation is a GST Exempt Entity, a letter confirming the GST Exemption number must accompany the registration

### CHECK PAYMENT METHOD:

Make cheques or money orders payable to the University of Alberta

☐ CASH ☐ MONEY ORDER ☐ CHEQUE ☐ INDEBT/HRDF

☐ INVOICE\* (include Letter of Authorization or Purchase Order)

\*If employer is to be invoiced, please include a Letter of Authorization (LOA) on company letterhead, or an authorized Purchase Order (PO) signed by signing authority (not student).

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

☐ CREDIT CARD (MasterCard, Visa, American Express)

Credit Card Number \_\_\_\_\_ Expiry (mm-yy) \_\_\_\_\_

Name on Card \_\_\_\_\_

☐ Fax C/C Receipt to: \_\_\_\_\_ ☐ Attach C/C Receipt

For Office Use Only: \_\_\_\_\_

The personal information requested on this form is collected under the authority of Section 33 (c) of the *Alberta Freedom of Information and Protection of Privacy Act* for the purpose of registering students, contacting students and tracking enrolment statistics. Questions concerning the collection, use or disposal of this information should be directed to: FOI/PP Officer, Faculty of Extension, Enterprise Square, University of Alberta, Edmonton, AB T5J 4P6. Phone 780.492.5047

[www.extension.ualberta.ca/register](http://www.extension.ualberta.ca/register)





# UNIVERSITY OF ALBERTA FACULTY OF EXTENSION

CONTINUING STUDIES | PROFESSIONAL DEVELOPMENT | LIFELONG LEARNING

# SPRING 2011



## COURSE GUIDE SPRING 2011

For almost a century, Extension has reached beyond the traditional campus to serve as a bridge between the community and the University of Alberta. Our Faculty and staff are committed to providing lifelong learning activities that encourage and promote leadership, discovery, reflection, communication and service.

Beyond the classroom, the Faculty of Extension is a downtown hub of research in the fields of university-community engagement, regional development, governance, children, youth and families, second language acquisition, public alerting, and communications and technology.

780.492.3109 or 780.492.3116

[www.extension.ualberta.ca](http://www.extension.ualberta.ca)

Whether you want to reach beyond your current skills on the job, or get more out of life in your leisure time, Extension can be your personal bridge to a lifetime of learning opportunities. Whether it's a seminar or short course, a Certificate Program, or even a post-graduate degree in Communications and Technology, we know you'll find the time and effort well-spent.

Most of our programs and classes do not require a degree or previous post-secondary education — just a desire to learn and to explore the possibilities of a commitment to lifelong learning.



# Management Development Certificate Programs

The *Management Development Certificate Program* is widely recognized by employers in government, industry, and many professional associations, for its ability to equip students with practical managerial aptitude and knowledge. This career-enhancing program uses a variety of learning methods to introduce students to core business concepts, and to develop relevant skills.

Courses within this program cover human resource management, financial management, marketing, strategic management, business ethics, and business communication, as well as other vital attributes organizations rely upon their management to fulfill on a daily basis.

Further opportunities are available for those students wishing to specialize in the **Development Certificate for Professional Engineers, Geologists and Geophysicists** or the **Management Development Certificate for Police Services** programs. Additionally, some courses are eligible for exemption towards various professional designations including the Certified Management Accountant (CMA), Canadian Institute of Management (CIM), and the Insurance Institute of Canada (FCIP).

780.442.3327  
website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

course #		day(s)	duration	starts	cost		
5690sp1	Entrepreneurship and Small Business Management	FSDR	Call for details	Apr. 15	\$545		
5596sp1	Human Resources Foundations	FSDR	Call for details	Apr. 29	\$545		
5576sp1	Interpersonal Communication in Business	T	12 eve	Apr. 12	\$545		
5577sp1	Introduction to Business Management	T	12 eve	Apr. 12	\$545		
5578sp1	Introduction to Managerial Economics	W	12 eve	Apr. 13	\$545		
5579sp1	Introductory Financial Accounting	R	12 eve	Apr. 7	\$545		
5581sp1	Management Accounting	W	12 eve	Apr. 13	\$545		
5584sp1	Marketing	FSDR	Call for details	Apr. 15	\$545		
5587sp1	Organizational Behaviour	R	12 eve	Apr. 7	\$545		
5587sp2	Organizational Behaviour	FSDR	Call for details	May 6	\$545		
5616sp1	Project Planning and Management	FSDR	Call for details	Apr. 29	\$545		
5682sp1	Strategic Management	FSDR	Call for details	May 6	\$545		
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday

# Human Resources Management Certificate Program

The importance of the Human Resources department in the success of an organization cannot be overstated. As a liaison between the individual employee and the organization as a whole, Human Resources practitioners are relied upon by many different stakeholders.

The *Human Resources Management Certificate* is invaluable for anyone working in human resources, as well as for individuals working or aspiring to fill a supervisory role. Courses within this program cover managing organizational change, business place ethics, interpersonal communication, maintaining healthy labour relations, organizational behaviour, and interviewing techniques. Covering the current challenges and issues of today, these courses cultivate greater understanding and effective strategic thinking, while providing students with practical skills that can be applied to the day-to-day operation of the human resources role.

780.442.3327  
website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

course #		day(s)	duration	starts	cost		
5596sp1	Human Resources Foundations	FSDR	Call for details	Apr. 29	\$545		
5597sp1	Human Resources Planning	W	12 eve	Apr. 13	\$545		
5576sp1	Interpersonal Communication in Business	T	12 eve	Apr. 12	\$545		
5577sp1	Introduction to Business Management	T	12 eve	Apr. 12	\$545		
4620sp1	Introduction to Health and Safety	MTWR	4 days	Apr. 4	\$545		
5578sp1	Introduction to Managerial Economics	W	12 eve	Apr. 13	\$545		
5587sp1	Organizational Behaviour	R	12 eve	Apr. 7	\$545		
5587sp2	Organizational Behaviour	FSDR	Call for details	May 6	\$545		
5601sp1	Strategic Human Resources Management	S	6 days	Apr. 16	\$545		
5602sp1	Techniques of Interviewing	FSDR	Call for details	Apr. 15	\$545		
5603sp1	Training and Development of the Workforce	T	12 eve	Apr. 12	\$545		
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday





# Information Technology Management Certificate Program

Business moves quick. Technology moves just as fast. As an individual working in the information systems industry, you will be involved with both. Keeping pace with the current developments – and learning how to anticipate future trends is not only invaluable, it is crucial.

Based on an understanding that organizational effectiveness depends on how managers acquire, organize, and use information, the *Information Technology Management Certificate Program* has been designed in consultation with information technology practitioners, business managers, and industry experts. Courses within this program cover strategic planning, business management, business communication, evolving technologies, managing change in an organization, and other relevant information. Together, these courses will allow students to develop the necessary skills to effectively integrate information technology into the business environment.

780.492.3027

website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

course #		day(s)	duration	starts	cost
5618sp1	Computer and Information Systems Security	R	12 eve	Apr. 7	\$545
5612sp1	Data Resource Management	T	12 eve	Apr. 12	\$545
5576sp1	Interpersonal Communication in Business	T	12 eve	Apr. 12	\$545
5577sp1	Introduction to Business Management	T	12 eve	Apr. 12	\$545
5616sp1	Project Planning and Management	FSDR	Call for details	Apr. 29	\$545
LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday					

# Risk and Insurance Management

Risk Management is the fast-growing discipline of management dealing with the handling of losses which can seriously affect an organization's normal operation.

Courses are offered in cooperation with Risk and Insurance Management Society. The Faculty of Extension also offers courses that lead towards the FCIP (Fellow Chartered Insurance Professional) offered through the Insurance Institute of Canada.

780.492.3027

website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

course #		day(s)	duration	starts	cost
5628sp1	Evidence	W	12 eve	Apr. 13	\$545
5631sp1	Risk Financing	W	12 eve	Apr. 13	\$545
LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday					

# Professional Associations providing Additional Accreditation

Many of the courses offered in Business Certificate Programs can be used to receive recognition from many respected and valued professional associations. Professional designations in such areas as accounting, purchasing, management, risk and insurance, and human resources can be completed by taking courses through the University of Alberta. For a complete listing of partnered professional associations please call 780.492.3027 or check our website at [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business).

780.492.3027

website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)





# Business Analysis Professional Citation Program

The Business Analyst works as a catalyst for new growth within a business. Using tasks and techniques to identify business needs – and then making recommendations on the best solution – it is a position that can produce large organizational change and create incredible technological advancement.

The *Business Analysis Professional Citation* from the University of Alberta Faculty of Extension is significantly different from other programs currently offered. Whereas many other programs choose specific aspects of Business Analysis to teach, our program focuses on the entire lifecycle of a project – from initiation and diagnosis through to successful implementation of the solution.

Aimed at individuals positioned between business and technology, this program will be extremely beneficial for Business Managers, Project Managers, and System Analysts.

The curriculum for this course has been endorsed by the International Institute of Business Analysis (IIBA), an international not-for profit professional association for business analysis professionals. The IIBA develops and maintains business analysis standards and certification. More information on the IIBA may be found on their website, [www.theiiba.org](http://www.theiiba.org).



course #		day(s)	duration	starts	cost
05687sp1	Introduction to Business Analysis	FS	2 wknd	Apr. 1	\$845
05689sp1	Analyzing Information, Processes, and Workflow	MTW	3 days	Apr. 11	\$845
05690sp1	Communication Success Factors	MT	2 days	May 9	\$645
05688sp1	Understanding and Gathering Requirements	SD	1 wknd	May 14	\$645
05691sp1	Solutions, Design and Testing	MTW	3 days	May 30	\$845
05692sp1	Implementation: Deployment, Training and Closure	MT	2 days	Jun. 20	\$645

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

780.492.3027

website: [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

# Adult and Continuing Education

The Certificate in Adult & Continuing Education (CACE) Program shows you how to develop, coordinate and facilitate adult training programs using effective adult education strategies. Improve your career options while learning from respected instructors and colleagues and having the opportunity to network with other professionals in the field.

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780.492.7237

website: [www.extension.ualberta.ca/cace](http://www.extension.ualberta.ca/cace)  
email: [adulted@ualberta.ca](mailto:adulted@ualberta.ca)

course #		day(s)	duration	starts	cost
5801sp1	Foundations of Adult Education	S	6 wks/days	Apr. 2	\$520
57138sp1	Facilitation of Adult Learning, <i>check the website for specific dates</i>	D/T	Blended	Apr. 17	\$520
5996sp1	Enhancing Emotional Competencies	S	4 wks/days	Apr. 9	\$530
57123sp1	Storytelling and Leadership	MTW	3 days	Apr. 18	\$480
5927sp1	Train The Trainer, <i>check the website for specific dates</i>	WRF/RF	2 wks/5 days	Apr. 27	\$630
57131sp1	Creating Training Manuals That Work, <i>check the website for face to face dates</i>	Blended	4 wks	May 5	\$435
5711sp1	Adult Learning and Development, <i>check the website for specific dates</i>	S/T	4 wks/days	Jun. 4	\$520
57132sp1	Thinking Styles: How they affect learning and facilitation	F	2 wks	Jun. 10	\$530

LEGEND M–Monday T–Tuesday W–Wednesday R–Thursday F–Friday S–Saturday D–Sunday

\* Courses are subject to change.





# Supervisory Development Citation Program

Our Supervisory Development Citation Program provides the up-to-date information and advice you need to become an effective leader in your work environment. Whether you already supervise staff or are planning to move your career in that direction, you will benefit from this practical program that focuses on the key areas of leadership.

### Compulsory Seminars

Principles of Supervision (16 hours)  
Interpersonal Communications (16 hours)  
Creating Effective Work Groups (16 hours)

The Supervisor as a Trainer (16 hours)  
Interviewing Techniques for Supervisors (16 hours)  
Supervisory Summation (16 hours)

### Elective Seminars

Supervising in the Union Environment (16 hours)  
The Law and the Supervisor (16 hours)

The program schedule is flexible, offering you a variety of dates to choose from. To graduate, you will complete six required seminars and one elective (listed above). Group discounts are available for organizations enrolling more than three people at one time in any one seminar. For more information, call 780.492.5066 or 780.492.8315.

course #		day(s)	duration	starts	cost
5314sp1	Interviewing Techniques for Supervisors	RF	2 days	Apr. 7	\$395
5315sp1	Supervising in the Union Environment	RF	2 days	Apr. 14	\$395
5316sp1	The Law and the Supervisor	MT	2 days	Apr. 18	\$395
5317sp1	Supervisory Summation	RF	2 days	Apr. 28	\$395
5317sp2	Supervisory Summation	MT	2 days	May 2	\$395
5317sp3	Supervisory Summation	RF	2 days	May 5	\$395

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

## Business Seminars and Short Courses

course #		day(s)	duration	starts	cost
5377sp1	Successful People Management	MT	2 days	Apr. 4	\$425*
5399sp1	First Things First™: Enhancing Personal and Professional Effectiveness	MT	2 days	Apr. 11	\$925*
5398sp1	Strategic Leadership™: Leading for Results	WR	2 days	Apr. 13	\$925*
5414sp1	The Excellent Assistant	RF	2 days	Apr. 28	\$445*
5360sp1	Finance for Nonfinancial Managers	TW	2 days	May 10	\$425*
5411sp1	Multi-generations at Work	F	1 day	May 13	\$345*
5353sp1	Basic Accounting for Nonaccountants	MTW	3 days	May 16	\$445*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday  
\* Plus GST

Thinking of in-house training? We can help you by exploring possibilities for training within your organization. Call 780.492.8315.

780.492.3027

website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

## Professional Practice Studies

As a professional, you are always looking for ways to further your career and education by bridging your current learning into future opportunities.

In today's global work world, professionals at all levels are finding that continually enhancing knowledge and expertise is a powerful way to increase your competitive edge as well as contribute towards the positive enrichment of your corporation's culture and operations. The Faculty of Extension's new Professional Practice Studies allows you to specialize in areas of specific interest to enhance your skills and knowledge in a targeted subject area. Each specialization will provide approximately 50 hours of study and upon completion participants will receive recognition of their accomplishment.

- Workplace Communication\*
- Conflict Resolution\*
- Financial Management\*
- Management Bootcamp\*
- Workplace Coaching\*

\* For the complete listing of program requirements please visit our website at: [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business).

We are committed to help you achieve your personal and professional goals.



# Occupational Health and Safety

Concern for the promotion of health and safety in the workplace is increasing among workers and employers across all industries. Consequently, the demand for occupational health and safety professionals is also increasing. This certificate program is designed to help practitioners from many different backgrounds develop the competencies needed to be effective in the development, implementation, and evaluation of occupational health and safety programs and systems in a wide variety of occupational settings.

The program consists of 10 core courses, 70 hours of instruction, and 21 hours of elective instruction seminars. The University of Alberta Occupational Health and Safety Certificate Program is also offered at the following affiliate colleges: Keyano (Fort McMurray), Red Deer, Grande Prairie, and Medicine Hat.

Classes listed below will be held in Edmonton and Calgary.

course #	CORE COURSES	day(s)	duration	starts	cost
4620sp1	Introduction to Health and Safety Systems	MTWR	4 days	Apr. 4	\$545
4621sp1	Management of Health and Safety Systems	SD	3 wknds	May 28	\$545
4622sp1	Fundamentals of Occupational Hygiene	SD	3 wknds	May 7	\$545
4623sp1	Applied Occupational Hygiene	TR	13 eve	Apr. 19	\$545
4624sp1	Health and Safety Legislation and Policy	WRF	3 days	Jun. 8	\$545
5587sp1	Organizational Behaviour	R	12 eve	Apr. 7	\$545
5587sp2	Organizational Behaviour	FSDR	2 wknds	May 6	\$545
CORE ELECTIVE COURSES					
4575sp1	Fundamentals of Auditing	TWRF	4 days	May 17	\$545
4631sp1	How to be an Effective Safety Trainer	TWRF	4 days	Apr. 26	\$545
5576sp1	Interpersonal Communication in Business	T	12 eve	Apr. 12	\$545
5603sp1	Training and Development of the Workforce	T	12 eve	Apr. 12	\$545
ELECTIVE SEMINARS					
4560sp1	Conflict and Confrontation	RF	2 days	Jun. 2	\$425
4562sp1	Coping with Stress	F	1 day	May 13	\$325
4574sp1	Fire Safety Program	SD	2 days	May 7	\$425
4579sp1	Incident Investigation	MT	2 days	Jun. 13	\$425
4628sp1	Toxicology: Effects and Hazards	F	1 day	May 6	\$325
GENERAL INTEREST					
4563sp1	CRSP Exam Preparation	SD	2 day	Apr. 16	\$949*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday  
\* Plus GST

course #	starts	cost
46201sp1 Introduction to Health and Safety Systems	Apr. 19	\$595
46401sp1 Organizational Behaviour	Apr. 18	\$595

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

course #	day(s)	duration	starts	cost
4624sp3 Health and Safety Legislation and Policy	MTW	3 days	Jun. 27	\$545
4609sp3 Safety Hazard Recognition, Evaluation & Control	SD	2 wknds	May 28	\$545
4568sp3 Emergency Management	SD	2 days	May 2	\$425
4579sp3 Incident Investigation	RF	2 days	Apr. 28	\$425
4584sp3 Managing Contractor Safety Performance	RF	2 days	Jun. 23	\$425

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

780.452.3037  
100 Ave 1.800.808.4784  
website: [www.extension.ualberta.ca/ohs](http://www.extension.ualberta.ca/ohs)  
email: [ohs@ualberta.ca](mailto:ohs@ualberta.ca)





# Environmental Resource Management Certificate Program

The Environmental Resource Management Certificate Program (ERM) is designed for:

- Individuals transitioning into the environmental field
- Mid-level experienced professionals who want to enhance and update their skills and knowledge
- Individuals who wish to achieve manager-level responsibilities in the field of environmental resource management
- Individuals who wish to broaden their environmental skills
- Individuals with experience in private organizations or public agencies dealing with natural resources or the environment.

The ERM certificate program provides familiarity and competence in understanding the dynamics of environmental resource management, the strategies and techniques of environmental planning and management, and the biological, physical, social, economic and institutional implications of resource decisions. Students also become familiar with various quantitative methods of analysis and aids to decision making. The ERM courses blend theory and practical exercises to help students develop the comprehensive set of skills and understanding the students' need to succeed. It offers a thorough background in air, water and soil processes, and environmental monitoring, biotechnology, instrumentation and experimental design.

## Certified Canadian Environmental Practitioner

ERM Graduates are eligible to apply for the Canadian Certified Environmental Practitioner-in-Training designation, CEPIT, under CECAB's (The Canadian Environmental Certification Approvals Board) National Certification Program for Canadian Environmental Practitioners. The CEPIT certification is seen as a stepping stone to becoming a Canadian Certified Environmental Practitioner (CCEP). To apply for a CCEP, applicants must have a two or three year diploma or degree in addition to a minimum five years of Canadian environmental work experience.

For more information on CECAB, please go to [www.cecab.org](http://www.cecab.org)

# Construction Administration Certificate Program

How can you enter or advance in this exciting, high-growth field? This certificate provides the fundamental areas of construction administration. Develop and expand your managerial skills in courses developed and approved by U of A and accredited by **Canadian Construction Association** for **Gold Seal Accreditation**.

If you desire a career change in the construction field, this program will help you gain knowledge essential to success in the field. Or, if you work in the construction industry, design, project management, manufacturing and supply, development, or real estate, and are seeking the competitive edge to further your career, this certificate will greatly increase your competency, and ability to compete and advance. This program builds your understanding of the planning, technical, financial, and legal aspects of the construction business.

course #		day(s)	duration	starts	cost
4218sp1	Computer Assisted Project Planning (Elective)	RF	2 days	Apr. 7	\$475
4205sp1	Comprehensive Seminar for Construction Administration (Core)**	MT	2 days	May 2	\$475
4535sp1	Mold: Problems and Solutions for Construction Stakeholders (Elective)	RFS	3 days	May 5	\$495
4204sp1	Fundamentals of Project Management (Core)	FSM	4 days/2 eve	May 13	\$545
4584sp3	Managing Contractor Safety Performance (Elective) (Calgary)	RF	2 days	Jun 23	\$425

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday  
\*\* Comprehensive Seminar for Construction Administration must be taken as the final class in the program.  
NB: Courses are subject to change. Please visit our website at [www.extension.ualberta.ca/cst](http://www.extension.ualberta.ca/cst) for the most current information and to register online.

course #		day(s)	duration	starts	cost
4286sp1	Remediation Technologies	RFS	3 days	Apr. 7	\$565
4291sp1	Applied Hydrogeology in Alberta	RFS	3 days	Apr. 28	\$565
4235sp1	Mold: Problems and Solutions for Construction Stakeholders	RFS	3 days	May 5	\$495
4280sp1	Wetlands Ecology and Remediation	RFS	3 days	May 12	\$565
4277sp1	Risk Communication	WRF	3 days	May 25	\$565

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday  
NB: Courses are subject to change. Please visit our website at [www.extension.ualberta.ca/erm](http://www.extension.ualberta.ca/erm) for the most current information and to register online.

780.492.5532 or 780.492.3158  
website: [www.extension.ualberta.ca/erm](http://www.extension.ualberta.ca/erm)  
email: [erm@ualberta.ca](mailto:erm@ualberta.ca)

## General Interest Courses

### Construction Project Management Workshop Series

This workshop series is a must for anyone who wishes to develop project management skills and advance in their construction career. The courses will be of interest to engineers, architects, facilities managers, construction managers, contractors, inspectors, developers, operations managers, superintendents, estimators, controllers, designer/builders, PMO members and managers, or graduates who want to start a career or seek postgraduate education in project management. These courses are also for senior managers and executives who are considering enhancing their organizational project performance.

course #		day(s)	duration	starts	cost
4776sp1	Proactive Risk Management Tools & Techniques	FS	2 days	Apr. 1	\$799*
4777sp1	Team Building and Leadership	FS	2 days	May 6	\$799*
4778sp1	Project Delivery Systems	FS	2 days	Jun. 3	\$799*
4779su1	Advanced Construction Contract Management	FS	2 days	July 8	\$799*
4780su1	Construction Claims Prevention & Management	FS	2 days	Aug. 5	\$799*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday  
\* Plus GST

780.492.5532 or 780.492.3158  
website: [www.extension.ualberta.ca/cst](http://www.extension.ualberta.ca/cst)  
email: [cst@ualberta.ca](mailto:cst@ualberta.ca)



# Fine Arts

"If you hear a voice within you say 'you cannot paint' then by all means paint, and that voice will be silenced." ~ Vincent Van Gogh

Art expresses who we are, where we are going, where we have been, and what we might become. It compels us to engage our minds, think in new ways, and to use our most precious gift, our imagination. Offering studio instruction with professional artists, critique and practice, our Fine Arts courses help you build a portfolio reflective of your artistic vision and mastery.

course #	CORE CERTIFICATE COURSES	day(s)	duration	starts	cost
3005sp1	Drawing I **	T	10 eve	Apr. 12	\$385*
3006sp1	Drawing II	M	10 eve	Apr. 11	\$385*
3308sp1	Landscape and Interior Drawing	W	10 aftrn	Apr. 13	\$385*
3011sp1	Painting II	T	10 aftrn	Apr. 12	\$385*
3012sp1	Painting III	R	10 eve	Apr. 14	\$385*
3527sp1	Watercolour III	S	10 morn	Apr. 9	\$385*
3260sp1	Project Course				\$385*
ELECTIVE COURSES					
3530sp1	Drawing En Plein Air	F/S	1 eve/2 day	May 27	\$235***
3542sp1	NEW! Contemporary Thematic Development	S	5 morn	Apr. 9	\$195*
3325sp1	Techniques of the Old Masters	M	10 eve	Apr. 11	\$385*
3356sp1	Oriental Brushwork Workshop	S/D	4 days	Jun. 11	\$195*
3594sp1	Portfolio Development Workshop	W	5 eve	Apr. 13	\$195*
3544sp1	Visual Art & Design III	R	10 eve	Apr. 14	\$385*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Note: Most morning classes are held from 10 am–1 pm, most afternoon classes are held from 1–4 pm, most day classes are held 9 am–4 pm, and most evening classes are held from 6:30–9:30 pm.

\* Fine Arts courses require additional art supplies or materials.  
\*\* Drawing is one of the cornerstones of art training and is recommended to students with no previous art experience.  
\*\*\* Includes admission to Fort Edmonton Park and Elk Island National Park.

• Please visit our website for course prerequisites: [www.extension.ualberta.ca/liberalstudies/finearts.aspx](http://www.extension.ualberta.ca/liberalstudies/finearts.aspx)

## Fine Arts Certificate Courses

Our certificate program offers three streams to choose from – drawing, painting, and watercolour. Each stream is comprised of 8 core courses (240 hours) plus 60 hours of elective courses and workshops.

Fine Arts Certificate Program students must be 18 or older and hold a high school diploma or equivalent. To enrol in the Fine Arts Certificate Program, students must complete a program application form and provide a non-refundable application fee of \$75. Call 780.492.3093 to request a form.

You **do not** need to be a certificate student to register in Extension Fine Arts courses.

For a detailed course, brochure contact us at 780.492.3034, or visit our website at [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)

### Scholarships Available

The Fine Arts program has a number of scholarships available for certificate students upon application and recommendation of instructors.

780.492.3034

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

# Residential Interiors

## Residential Interiors Certificate\*

Requirement to complete: 351 credit hours (6 core and 3 elective courses)

Learn to deal successfully with the changes and challenges of residential interior decorating.

This certificate, unique in Western Canada, is recognized as an excellent university-level program incorporating the principles of fine arts, architecture, and business. Offering a balanced combination of theory, practice through applied exercises, and industry-specific instruction, this program will enhance your current practice or help you pursue a new career in residential interior decorating.

\*While auditing for general interest is permitted, preference for admission will be granted to students enrolled in the Residential Interiors Certificate Program.

Please visit our website for course prerequisites:  
[www.extension.ualberta.ca/liberalstudies/residential\\_courses.aspx](http://www.extension.ualberta.ca/liberalstudies/residential_courses.aspx)

course #	CORE CERTIFICATE COURSES	day(s)	duration	starts	cost
4676sp1	Introduction to Residential Interiors	T/S	12 eve/1 morn	Apr. 12	\$535*
4677sp1	Basic Drawing, Drafting and Presentation	R/S	12 eve/1 morn	Apr. 14	\$535*
4678sp1	Colour Theory and Application	W/S	12 eve/1 morn	Apr. 13	\$535*
4680sp1	Products and Finishes	W/S	12 eve/1 morn	Apr. 13	\$535*
4679sp1	Space Planning	T/S	12 aftrn/1 morn	Apr. 12	\$535*
ELECTIVE COURSES					
4683sp1	Building Construction	T/S	12 eve/1 morn	Apr. 12	\$535*
3510sp1	Computer-Assisted Design (CAD)	R/S	12 eve/1 morn	Apr. 14	\$535*
4697sp1	Lighting	M/S	10 aftrn/1 day/1 morn	Apr. 11	\$535*
4685sp1	Design Studio	D/S	11 aftrn/1 day	Apr. 10	\$535*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus text and/or supplies

Note: Most morning classes are held from 9 am–noon, most afternoon classes are held from 1–4 pm, most day classes are held 9 am–4 pm, and most evening classes are held from 6:30–9:30 pm.

780.492.3093

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

# Music, Arts and Humanities

Explore the arts and humanities to develop both your critical and creative faculties and reach a greater understanding of the world around you.

course #		day(s)	duration	starts	cost
3813sp1	NEW Women in the Classical World	M	6 eve	Apr. 4	\$175*
3810sp1	NEW Edmonton: Culture, History, and Place	R	6 eve	Apr. 7	\$175*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus GST

Note: Most Evening classes are held from 6–8:30 pm.

780.492.3093

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



# 18th Annual Women's Words: Summer Writing Week

JUNE 3–12, 2011

*creative writing is an excellent way to understand ourselves  
The world needs all our stories." ~ Kim Echlin*

We have designed this program for women with stories – all women, in other words, both established and new writers. Instructors include: Jenna Butler, Kim Echlin, Caterina Edwards, Diana Davidson, Valerie Mason-John, Shirley Serviss, Janice Williamson, Sheri-D Wilson, Padma Viswanathan ... and others.

course #	JUNE 3 TO 5	day(s)	duration	starts	cost		
3768sp1	Understanding A Writer's Style: Developing Yours	FS	2 days	Jun. 3	\$325*		
3761sp1	Writing Motherhood Across Genres and Generations	FS	2 days	Jun. 3	\$325*		
3787sp1	Unlocking the Muse: Meditation and Creativity	F/SD	1 eve/2 days	Jun. 3	\$325*		
3762sp1	Niche Writing for Magazines	F/SD	1 eve/2 days	Jun. 3	\$325*		
3769sp1	Writing Fiction from History	MTWRF	5 morn	Jun. 6	\$325*		
3770sp1	Writing as Play, Discovery and Invention	MTWRF	5 morn	Jun. 6	\$325*		
3447sp1	Remaking the World Through Creative Nonfiction	MTWRF	5 morn	Jun. 6	\$325*		
3176sp1	Writing Personal Essays	MTWRF	5 morn	Jun. 6	\$325*		
3760sp1	Writing Nonfiction for Children	MTWRF	5 aftn	Jun. 6	\$325*		
3767sp1	Writing with the Rhythm of the Drum	MTWRF	5 aftn	Jun. 6	\$325*		
3766sp1	Surprising Partners: Creative Nonfiction & Poetry	MTWRF	5 aftn	Jun. 6	\$325*		
3765sp1	Finding the Unique in Your Family Story	MTWRF	5 aftn	Jun. 6	\$325*		
3763sp1	Writing Is Good Medicine	S	1 day	Jun. 11	\$165*		
3764sp1	Chapbook Creation: Poetry & Prose	F/SD	1 eve/2 days	Jun. 10	\$325*		
LEGEND	M–Monday	T–Tuesday	W–Wednesday	R–Thursday	F–Friday	S–Saturday	D–Sunday
* plus GST							
** \$285 if registering in more than one course.							

For detailed information on the above courses and on free public events during Summer Writing Week visit our website at: [www.womenswords.ca](http://www.womenswords.ca)

780.492.3093  
website: [www.womenswords.ca](http://www.womenswords.ca)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

## Writing and Editing

course #		day(s)	duration	starts	cost		
3404sp1	Writing and Grammar Skills: Advanced	W	8 eve	Apr. 6	\$285*		
3133sp1	A Practical Guide to Proofreading	S	2 days	Apr. 2	\$225*		
3795sp1	NEW Introduction to New Media Narratives (On-line delivery)**		8 weeks	Apr. 18	\$285*		
3359sp1	Writing for the Web	R	1 day	May 5	\$185*		
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							
** This course will be offered online through a Web-based conferencing system. You must have an email account and Internet access to enroll; Netscape Communicator 7.1 or Internet Explorer 6.x (or higher) (recommended for Windows computers); Netscape Communicator 7.1 and Internet Explorer 5.x (recommended for Macintosh computers); and 28.8 kbps modem (or higher).							

780.492.3093  
website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

## ELLA SPRING SESSION FOR ADULTS 50+

MAY 2 TO 20, 2011

The Edmonton Lifelong Learners Association (ELLA), a non-profit volunteer organization in cooperation with the U of A Faculty of Extension, offers older adults a 3-week Spring Program with a variety of non-credit courses in the humanities, fine arts, and sciences. Registration covers up to 5 courses daily for three weeks and the noon-hour speakers. There are no exams, prerequisites, homework or pressure! Register early because some courses are capped.

### ELLA Membership and Registration Fee

Membership in ELLA is \$20 annually and is required to enroll in the ELLA Spring Session. Registration Fee for the Spring Session is \$220 with no Art courses or \$245 if you are taking any Art courses (EL31,32,33,61 or 62). Art students purchase their own materials

course #		instructor
EL01	Tai Chi	Hiromi Takahashi
EL11	A Journey Through Science	Torah Kachur and Rheanna Sand
EL12	Religion and Violence	Maryam Razavy
EL13	The Elements of Architecture	Kevin Porter
EL14	Putting the Funny in the Funny Pages	Gary Delainey
EL15	Beginner Computer	Dave Ferraro and Ron Bourassa
EL21	Alberta Ecosystems	Ron Middleton
EL22	The Archaeology of Alberta	Christie Grekul
EL23	More Topics in Canadian History	David Hall
EL24	The History and Appreciation of Jazz	Larry Schrum
EL25	Writing the Personal Essay	Shirley Serviss
EL26	Introduction to Computer Applications	Dave Ferraro and Ron Bourassa
EL31	Intermediate Watercolour Landscape Painting	Frances Alty-Arscott
EL32	Intermediate Oil and Acrylic Painting	Izabella Orzelski-Konikowski
EL33	Int. Drawing With Pen and Ink and Mixed Media	Ron Wigglesworth
EL41	Understanding India's Social & Religious Diversity	Aloka Parasher-Sen
EL42	The Anthropology of Health and Healing	Helen Vallianatos
EL43	What Are You Looking At?	Kathryn Fraser
EL44	Getting More Out of the Internet	Michael Gravel
EL45	Cardio Salsa Dance Exercise	Maria Yakula
EL51	Healthy Aging	Kathleen Hunter, Belinda Parke, Peter McCracken
EL52	Famines: Past, Present and Future	Margaret-Ann Armour
EL53	The Healing Powers of Music	Carla Rugg
EL54	Canadian Short Stories	Sumana SenBagchee
EL55	Stretch and Refresh: Introductory Hatha Yoga	Judy Murphy
EL56	Fun on the Road to Functional Fitness	Darlene Syroituik
EL61	Beginner Oil and Acrylic Painting	Frank Haddock
EL62	Beginner Watercolour Painting	Willie Wong

ELLA Edmonton Lifelong Learners Association

780.492.5095  
website: [www.extension.ualberta.ca/ella](http://www.extension.ualberta.ca/ella)  
To register or to get more information, call the ELLA office (Mon, Wed and Fri, 10 am to 2 pm)



# Languages

"A different language is a different vision of life." ~ Federico Fellini

Chinese II (Mandarin)								
course #					day(s)	duration	starts	cost
3488sp1	Chinese II (Mandarin)				W	12 eve	Apr. 13	\$345*
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday	
* Plus GST								

French I							
course #		day(s)	duration	starts	cost		
3114sp1	French I	M/W	12 eve	May 2	\$345		
3109sp1	French II	M/W	12 eve	May 2	\$345		
3258sp1	French V	M/W	12 eve	May 2	\$345		
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday

German I							
course #		day(s)	duration	starts	cost		
3397sp1	German I	T	10 eve	Apr. 12	\$345*		
3398sp1	German II	R	10 eve	Apr. 14	\$345*		
3400sp1	German IV	W	10 eve	Apr. 13	\$345*		
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

780.492.3034  
website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)

Italian III							
course #				day(s)	duration	starts	cost
3196sp1	Italian III			M	10 eve	Apr. 11	\$345*
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

course #				day(s)	duration	starts	cost
3414sp1	Japanese III			W	10 eve	Apr. 20	\$345*
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
* Plus GST							

course #		day(s)	duration	starts	cost		
3119sp1	Spanish Module 1	R	7 eve	May 5	\$275		
3125sp1	Spanish Module 2	W	7 eve	May 4	\$275		
3377sp1	Spanish Module 3	T/R	12 eve	May 10	\$345		
3132sp1	Spanish Module 4	M/W	12 eve	Apr. 11	\$345		
3259sp1	Spanish Seminar 2	T/R	13 eve	May 19	\$475		
LEGEND	M—Monday	T—Tuesday	W—Wednesday	R—Thursday	F—Friday	S—Saturday	D—Sunday

## Spanish Language Certificate

Planning to travel in a Spanish-speaking country? Doing business in Latin America? Or are you simply interested in learning about a new culture and language? The courses in our Spanish Language Certificate offer the opportunity to learn the language in intimate classes formatted in short modules that let you begin at whatever level suits your skills.

# English Language Program

Discover a whole new world by studying English at the University of Alberta. Our English Language Program provides a chance to explore interesting ideas, discover another culture and develop new communications skills that will take you around the world. We offer everything from English basics to pronunciation enhancement to university level English in day and evening classes. Small class size means you get lots of opportunity to concentrate on the skills you need and practise along with students from around the world. We also support you with highly qualified instructors and a new state-of-the-art Multimedia Language Learning Centre with Internet access and interactive computer software.

## Our Program

Established in 1973, the English Language Program (ELP) enjoys an international reputation for providing a high standard of instruction in English to students from around the world. This standard of excellence is maintained by specialized teaching staff who employ modern teaching approaches and materials. Students use a computerized, state-of-the-art, multi-media language centre. In addition to regular offerings, the ELP will organize short-term courses designed to meet the specific needs of groups from the local or international community.

Before enrolling, prospective students must take the ELP Placement Test to determine their level of English competence. To be accepted into the program, students must be literate in their first language and obtain a minimum score on the Placement Test.

Placement Test—May Session							
Placement Test—May Session				day(s) T	duration 1 morn	starts May 3	cost \$80
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday

## Intensive Day Program

In the IDP, students learn the communication skills needed to function, efficiently and effectively in professional and social settings. The four skills – listening, speaking, reading, and writing – are balanced through our language instruction in a friendly and positive English-speaking environment. New students write a placement test prior to registration, then build their confidence in using English through constant feedback and encouragement from our instructors. In our classes, audio-visual materials and interactive language software are used extensively in addition to textbooks.

Intensive Day Program (ESL 100-ESL 135: Business English)							
	day(s)	duration	starts	cost			
May Session	M-F	morn or aftr	May 6	\$1,750*			
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday
Note:	Each Intensive Day session lasts 7 weeks. The cost includes tuition, mandatory health insurance, health services and student services fees. ESL 140 through 145 are English for Academic Purposes (EAP) courses. These courses are meant especially for students who wish to enter academic degree programs at an English-speaking university or college.						

## English for Academic Purposes

ESL 140 and ESL 145 are a two-part series of English for Academic Purposes (EAP) courses that help advanced ESL students improve their academic listening, speaking, reading, and writing skills. Students who successfully complete these courses will be able to synthesize information from a variety of academic sources, analyze materials, and present their ideas in accordance with first-year university standards. ESL 140 and ESL 145 are one option that students may take to meet the English Language Proficiency requirement for undergraduate admission of the University of Alberta.

May Session							
				day(s)	duration	starts	cost
May Session				M-R	morn or aftr	May 12	\$1,750
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday

English for Academic Purposes							
course #		day(s)	duration	starts	cost		
07120sp1	English for Everyday Situations	M/W	13 eve	May 16	\$300		
07121sp1	Conversations in English	M/W	13 eve	May 16	\$300		
07122sp1	English for Academic Environments	M/W	13 eve	May 16	\$300		
07123sp1	Presentations for Academics & Professionals	M/W	13 eve	May 16	\$300		
07124sp1	Pronunciation: From Sounds to Phrases	T/R	13 eve	May 17	\$300		
07125sp1	Pronunciation: From Phrases & Beyond	T/R	13 eve	May 17	\$300		
07126sp1	Writing Basics	T/R	13 eve	May 17	\$300		
07127wi2	Writing Beyond the Basics	T/R	13 eve	May 17	\$300		
07075sp1	Writing for Academic Purposes	T/R	13 eve	May 17	\$300		
07088sp1	Thesis Writing for International Students	T/R	13 eve	May 17	\$300		
LEGEND	M-Monday	T-Tuesday	W-Wednesday	R-Thursday	F-Friday	S-Saturday	D-Sunday

780.492.3036 or 780.492.5530  
website: [www.elp.alberta.ca](http://www.elp.alberta.ca)  
email: [elpinfo@ualberta.ca](mailto:elpinfo@ualberta.ca)



# Government Studies

National Advanced Certificate in Local Authority Administration (NACLAA)  
Information Access and Protection of Privacy (IAPP)  
Applied Land Use Planning (ALUP)

Promoting good government through public policy and public administration continuing education.

## National Advanced Certificate in Local Authority Administration (NACLAA – Level I)

Local Government Certificate Program (Level I)

## & National Advanced Certificate in Local Authority Administration (NACLAA – Level II)

The NACLAA Program integrates theory and practice to foster understanding of local government administration. Courses are delivered online and there is extensive use of discussion and debate. Upon completion of NACLAA – Level I, students can advance their studies further in NACLAA – Level II.

Each course has a secured access website including several forums for student interaction within the online eClass system. Throughout the term, you can discuss issues and network with your fellow students and the instructor(s) from across Canada. You will have the opportunity to share experiences and ideas with your classmates and build on them to enrich your own learning. For more information contact our program office.

### NACLAA – Level I

The following courses are offered in April and are condensed to 10 weeks:

- Financial Management
- Human Resource Management
- Information Access and Protection of Privacy (IAPP) Foundations

780.492.6914 or 780.492.2870

Email: [lgpnacaa@ualberta.ca](mailto:lgpnacaa@ualberta.ca)

### NACLAA – Level II

The following courses are offered in April and are condensed to 10 weeks:

- Policy Planning and Program Evaluation

## Information Access and Protection of Privacy (IAPP) Certificate Program

The IAPP Certificate Program courses focus on fundamental theories related to the ideas, structures, and processes that define appropriate administration of access and privacy legislation at a municipal, provincial, and federal level in Canada. The program aims to develop and enhance managerial leadership capabilities in the access and privacy field, improve administration of the legislation, and promote enlightened democratic government. Courses are delivered online and there is extensive use of discussion and debate.

The following courses begin in April and are condensed to 10 weeks:

- Information Access and Protection of Privacy (IAPP) Foundations
- Privacy in a Liberal Democracy
- Information Access in a Liberal Democracy
- Health Information Access and Privacy

780.492.5052 or 780.492.2852

Email: [iappuofa@ualberta.ca](mailto:iappuofa@ualberta.ca)

## Applied Land Use Planning (ALUP) Certificate Program

The ALUP Certificate Program seeks to demonstrate that collaboration, interdependence and teamwork are the essence of effective planning. Our students are involved in various professional roles within municipal government, from development officers, planning technicians and assistants to managers and administrators in smaller municipalities. As such our program is designed to match the complexity of a variety of municipal government planning needs; effective planning necessitates the cooperation of various agents at all levels of the community.

The following courses begin in April and are condensed to 10 weeks:

- Environmental Review of Subdivision Applications – in person
- Land Use and Subdivision Design – in person
- Planning Administration – online
- Urban Environments – in person

780.248.1533

Email: [alup@ualberta.ca](mailto:alup@ualberta.ca)

# Communications and Technology

*"In this electric age we see ourselves being translated more and more into the form of information, moving toward the technological extension of consciousness,"* wrote Marshall McLuhan in 1964, in an insightful comment that has taken on new meaning in the age of the Internet. We can ask the same questions about the art and symbols of the ice age that we do about the electronic networks of today's organizations. How does a medium of communication come into being? What influences do new communications technologies have on people's everyday lives? And how do individuals and groups act to change communications practices?

The Communications and Technology Graduate Program at the University of Alberta offers a theoretical, historical and practical examination of the technology-enabled, knowledge-intensive workplace. The Master of Arts in Communications and Technology (MACT) degree is designed for students who seek to provide reflective and informed leadership in the management and use of information and communications technologies (ICTs) in their organizations and fields. These fields include education and training, information technology, public affairs, mass media, marketing, new media production, program design and development, and writing and publishing.

Students from outside of the Alberta capital region, including international students, may register in the program without changing their place of residence. The MACT is a course-based graduate program that requires the completion of 7 core courses, 3 electives, and a final applied research project. Four of the core courses must be completed during the two Spring Institutes held at the University of Alberta each May, with the remaining 3 core courses to be completed online. The core courses are scheduled to permit completion of the degree within two academic years. Students may complete approved electives offered by the University of Alberta or at another recognized university.

Admission requirements are as follows: a four-year degree from a recognized university; a GPA of at least 3.0 (or equivalent); at least three years of relevant professional experience; three application-specific letters of support; and a letter of interest that specifies the applicant's academic or professional area of interest, states how admission to the program would support the applicant's professional practice, and provisionally describes the topic for the final applied research project. Up to 25 students are admitted each year to begin their studies in May.

The application deadline for admission to begin studies in May 2012 is December 15, 2011.

780.492.1538

website: [www.mact.ca](http://www.mact.ca)

email: [mact@ualberta.ca](mailto:mact@ualberta.ca)



## OFFICE HOURS

September 11

Monday to Thursday, 8:30 am-8:00 pm  
Friday, 8:30 am-4:30 pm  
Saturday, 8:30 am-noon

May 11

Monday to Friday, 8:00 am-7:00 pm

Monday to Friday, 8:00 am-6:00 pm

**The Registration Office will be closed:**

Good Friday – Friday, April 22  
Easter Monday – Monday, April 25  
Victoria Day – Monday, May 23  
Canada Day – Friday, July 1

For your convenience, you may register using your VISA, MasterCard, personal or company cheque, a money order or bank draft, debit card, cash or company invoice.

When payment is by a corporate pay type (credit card, invoice, or cheque), and the corporation is a GST Exempt Entity, a letter confirming the GST Exemption number must accompany the registration.

Inspired by learning  
and discovery

## COURSE REGISTRATION INFORMATION

### 5 Easy Ways to Register for a Course

Submit a completed Course Registration form indicating your course selection.

You can register by phone using MasterCard or VISA during the office hours listed above.  
Call us at 780.492.3109 or 780.492.3116.

Visit our website at [www.extension.ualberta.ca](http://www.extension.ualberta.ca)

Phone: 780.492.3116  
Fax: 780.492.0627

**By Mail:** Registration Office, Faculty of Extension,  
Enterprise Square, 10230 Jasper Avenue NW,  
Edmonton, Alberta, T5J 4P6

**In Person:** Drop your registration form and fee payment  
off at our Registration Office, located on the main floor  
at Enterprise Square, 10230 Jasper Avenue.

Within 10 days you will receive confirmation of your  
course location, dates and times. If you haven't  
received confirmation within two weeks of registering,  
please call our information desk at 780.492.3116.

Education and tuition tax credit receipts (form T2202A)  
are generated for students registered in courses that  
provide credit towards a citation, certificate, diploma  
or degree. For further information on the Income  
Tax Act and the tuition and education tax credit  
interpretation sections, please refer to our website  
on the topic: [www.extension.ualberta.ca/taxcredit](http://www.extension.ualberta.ca/taxcredit)

#### Withdrawals and Refunds

If you choose to withdraw from a course, let us know  
in writing before

- the third class of a regular course term
- the commencement of a short program, seminar  
or workshop
- the submission date of the first assignment of a  
correspondence course

An administrative fee will be withheld for all withdrawals.

#### Payment Options

- Visa, Mastercard
- Cheque, Bank Draft or Money Order: made payable  
to the University of Alberta. (Please remit separate  
payment for each course)
- Interac: if registering in person
- Companies who wish to be invoiced must supply:
  - A Letter of Authorization on company letterhead  
or Purchase Order
  - Student's Name
  - Course name, number and section
  - Course cost (including GST if the course is  
taxable. Course cost cannot be split between  
invoice and another payment type)
  - Signed/approved by someone with signing  
authority (not the student's signature)
  - A GST reference number if the entity is tax  
exempt (i.e. Provincial Government)

In some cases, the withdrawal policy may differ from  
the above. Check the refund/withdrawal policy on your  
course confirmation notice or check with the  
appropriate program office if you have any questions  
regarding a course refund.

Should you wish to transfer from one Extension course  
or class section to another, a transfer fee may apply.

When course enrollments are not sufficient, Extension  
may cancel the course. In such a case, we will contact  
you as soon as possible before the course start date  
and refund in full any fees paid.

[www.extension.ualberta.ca/register](http://www.extension.ualberta.ca/register)

# [www.extension.ualberta.ca/register](http://www.extension.ualberta.ca/register)

In April 2011, the Faculty of Extension will migrate from its current student registration and records management system to the central University of Alberta BearTracks system. When registering, students may experience changes in procedures and in the user interface online. Please call our Registration Office if you have further questions. Check our website for updates and details of the advantages this integration will bring.



**UNIVERSITY OF ALBERTA**  
**FACULTY OF EXTENSION**

**REGISTRATION FORM**  
TEL: 780.492.3109 • 780.492.3116  
FAX: 780.492.0627

SPR11 GUIDE

LAST (FAMILY) NAME		FIRST	MIDDLE	BUSINESS NAME		TITLE/POSITION		
APT#	ADDRESS • PREFERRED MAILING ADDRESS?			<input type="checkbox"/> YES <input type="checkbox"/> NO	ADDRESS • PREFERRED MAILING ADDRESS?			<input type="checkbox"/> YES <input type="checkbox"/> NO
CITY		PROVINCE/STATE	POSTAL / ZIP CODE	CITY		PROVINCE/STATE	POSTAL / ZIP CODE	
TEL (HOME)		EMAIL		TEL (WORK)		FAX (WORK)		
COURSE#	COURSE NAME		FEE	GST*	TOTAL			
CHECK METHOD OF PAYMENT:					FOR OFFICE USE ONLY			
<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE					AUTHORIZATION #			
<input type="checkbox"/> DEBIT <input type="checkbox"/> INVOICE					ASSESSED BY:			
<input type="checkbox"/> INDENT <input type="checkbox"/> MONEY ORDER					PO			
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> HRDF					LOA			

\* Many of our courses are exempt from GST. Please include GST only if it is indicated in the fee for that course  
\*\* GST Exempt Entities: When payment is by a corporate pay type (credit card, invoice, or cheque), and the corporation is  
a GST Exempt Entity, a letter confirming the GST Exemption number must accompany the registration

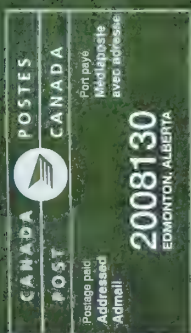
SIGNATURE: _____		Birth Date: ____/____/____	<input type="checkbox"/> Male <input type="checkbox"/> Female
DATE (DD/MM/YY): ____/____/____		REGISTRATION METHOD:	
		<input type="checkbox"/> Tel <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Person	
How did you hear about this course?		Are you a U of A Alumnus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Brochure	<input type="checkbox"/> Faculty Course Guide	<input type="checkbox"/> Website	<input type="checkbox"/> Email
<input type="checkbox"/> Newspaper	<input type="checkbox"/> In Class	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other

If you are paying by cheque  
or money order, we would  
appreciate separate payment  
for each course. Make cheques  
payable to University of Alberta.

EXPIRY DATE: ____/____/____		NAME ON CARD: _____
<input type="checkbox"/> Provincial Government		<input type="checkbox"/> Business <input type="checkbox"/> Personal

#### Privacy Statement

The personal information requested on this form is collected under the authority of section 33 (c)  
of the *Alberta Freedom of Information and Protection of Privacy Act* for the purpose of registering  
students, contacting former students and tracking enrolment statistics. Questions concerning the  
collection, use or disposal of this information should be directed to: FOIP Officer, Faculty of Extension  
Enterprise Square, 10230 Jasper Avenue NW, Edmonton, AB T5J 4P6 Phone (780) 492-5047



**UNIVERSITY OF ALBERTA**  
**FACULTY OF EXTENSION**

Faculty of Extension  
Enterprise Square  
10230 Jasper Avenue NW  
Edmonton, Alberta T5J 4P6







# UNIVERSITY OF ALBERTA FACULTY OF EXTENSION

continuing studies  
professional development  
lifelong learning



winter  
spring  
11

For almost a century, Extension has reached beyond the traditional campus to serve as a bridge between the community and the University of Alberta. Our Faculty and staff are committed to providing lifelong learning activities that encourage and promote leadership, discovery, reflection, communication and service.

Beyond the classroom, the Faculty of Extension is a downtown hub of research in the fields of university-community engagement, regional development, governance, children, youth and families, second language acquisition, public alerting, and communications and technology.

Whether you want to reach beyond your current skills on the job, or get more out of life in your leisure time, Extension can be your personal bridge to a lifetime of learning opportunities. Whether it's a seminar or short course, a Certificate Program, or even a post-graduate degree in Communications and Technology, we know you'll find the time and effort well-spent.

Most of our programs and classes do not require a degree or previous post-secondary education—just a desire to learn and to explore the possibilities of a commitment to lifelong learning.

780.492.3109 or 780.492.3116  
[www.extension.ualberta.ca](http://www.extension.ualberta.ca)



# Management Development Certificate Programs

The *Management Development Certificate Program* is widely recognized by employers in government, industry, and many professional associations, for its ability to equip students with practical managerial aptitude and knowledge. This career-enhancing program uses a variety of learning methods to introduce students to core business concepts, and to develop relevant skills.

Courses within this program cover human resource management, financial management, marketing, strategic management, business ethics, and business communication, as well as other vital attributes organizations rely upon their management to fulfill on a daily basis.

Further opportunities are available for those students wishing to specialize in the **Development Certificate for Professional Engineers, Geologists and Geophysicists** or the **Management Development Certificate for Police Services** programs. Additionally, some courses are eligible for exemption towards various professional designations including the Certified Management Accountant (CMA), Canadian Institute of Management (CIM), and the Insurance Institute of Canada (FCIP).

Please visit our web-site at [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business) for the most current information and specific program details.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

**780.492.3027**  
website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

Winter Term 2011					
course #		day(s)	duration	starts	cost
5562wi1	Business Finance	W	13 eve	Jan 12	\$545
5566wi1	Commercial Law	R	12 eve	Jan 13	\$545
5678wi1	Directing and Managing Organizational Change	FSDR	Call for details	Jan 14	\$545
5675wi1	Ethics for Business and the Professional	W	13 eve	Jan 12	\$545
5596wi2	Human Resources Foundations	FSDR	Call for details	Jan 7	\$545
5596wi1	Human Resources Foundations	T	13 eve	Jan 11	\$545
5577wi1	Introduction to Business Management	T	13 eve	Jan 11	\$545
5577wi2	Introduction to Business Management	FSDR	Call for details	Feb 4	\$545
5578wi1	Introduction to Managerial Economics	S	7 days	Jan 15	\$545
5579wi1	Introductory Financial Accounting	M	12 eve	Jan 10	\$545
5585wi1	Microeconomics	W	13 eve	Jan 12	\$545
5581wi1	Management Accounting	T	13 eve	Jan 11	\$545
5584wi1	Marketing	W	13 eve	Jan 12	\$545
5586wi1	Operations Management	FSDR	Call for details	Mar 4	\$545
5587wi1	Organizational Behaviour	R	13 eve	Jan 6	\$545
5587wi2	Organizational Behaviour	FSDR	Call for details	Feb 11	\$545
5587wi3	Organizational Behaviour	FSDR	Call for details	Mar 11	\$545
5616wi1	Project Planning and Management	R	13 eve	Jan 6	\$545
5682wi1	Strategic Management	R	13 eve	Jan 6	\$545
LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday					

# Human Resources Management Certificate Program

The importance of the Human Resources department in the success of an organization cannot be overstated. As a liaison between the individual employee and the organization as a whole, Human Resources practitioners are relied upon by my different stakeholders.

The *Human Resources Management Certificate* is invaluable for anyone working in human resources, as well as for individuals working or aspiring to fill a supervisory role. Courses within this program cover managing organizational change, business place ethics, interpersonal communication, maintaining healthy labour relations, organizational behaviour, and interviewing techniques. Covering the current challenges and issues of today, these courses cultivate greater understanding and effective strategic thinking, while providing students with practical skills that can be applied to the day-to-day operation of the human resources role.

Please visit our web-site at [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business) for the most current information and specific program details.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

Winter Term 2011					
course #		day(s)	duration	starts	cost
5678wi1	Directing and Managing Organizational Change	FSDR	call for details	Jan. 14	\$545
5675wi1	Ethics for Business and the Professional	W	13 eve	Jan. 12	\$545
5596wi2	Human Resources Foundations	FSDR	call for details	Jan. 7	\$545
5596wi1	Human Resources Foundations	T	13 eve	Jan. 11	\$545
5577wi1	Introduction to Business Management	T	13 eve	Jan. 11	\$545
5577wi2	Introduction to Business Management	FSDR	call for details	Feb. 4	\$545
5598wi1	Introduction to Employee Benefits	R	13 eve	Jan. 6	\$545
4620wi1	Introduction to Health and Safety	MW	13 eve	Feb. 14	\$545
4620wi2	Introduction to Health and Safety	SD	call for details	Jan. 15	\$545
5578wi1	Introduction to Managerial Economics	S	7 days	Jan. 15	\$545
5605wi1	Issues and Trends in Total Compensation	W	13 eve	Jan. 12	\$545
5585wi1	Microeconomics	W	13 eve	Jan. 12	\$545
5587wi1	Organizational Behaviour	R	13 eve	Jan. 6	\$545
5587wi2	Organizational Behaviour	FSDR	call for details	Feb. 11	\$545
5587wi3	Organizational Behaviour	FSDR	call for details	Mar. 11	\$545
5601wi1	Strategic Human Resources Management	T	13 eve	Jan. 11	\$545
LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday					

**780.492.3027**  
website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)



# Information Technology Management Certificate Program

Business moves quick. Technology moves just as fast. As an individual working in the information systems industry, you will be involved with both. Keeping pace with the current developments – and learning how to anticipate future trends is not only invaluable, it is crucial.

Based on an understanding that organizational effectiveness depends on how managers acquire, organize, and use information, the *Information Technology Management Certificate Program* has been designed in consultation with information technology practitioners, business managers, and industry experts. Courses within this program cover strategic planning, business management, business communication, evolving technologies, managing change in an organization, and other relevant information. Together, these courses will allow students to develop the necessary skills to effectively integrate information technology into the business environment.

Please visit our web-site at [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business) for the most current information and specific program details.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

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website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

## Winter and Spring Term 2011

course #		day(s)	duration	starts	cost
5610wi1	Business and Systems Analysis	W	13 eve	Jan. 12	\$545
5611wi1	Business Case Management	T	13 eve	Jan. 11	\$545
5678wi1	Directing and Managing Organizational Change	FSDR	call for details	Jan. 14	\$545
5577wi1	Introduction to Business Management	T	13 eve	Jan. 11	\$545
5577wi2	Introduction to Business Management	FSDR	call for details	Feb. 4	\$545
5616wi1	Project Planning and Management	R	13 eve	Jan. 6	\$545
5618sp1	Computer and Information Systems Security	R	12 eve	Apr. 7	\$545
5612sp1	Data Resource Management	T	12 eve	Apr. 12	\$545
5576sp1	Interpersonal Communication in Business	T	12 eve	Apr. 12	\$545
5577sp1	Introduction to Business Management	T	12 eve	Apr. 12	\$545
5616sp1	Project Planning and Management	FSDR		Apr. 29	\$545

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

# Risk and Insurance Management

Risk Management is the fast-growing discipline of management dealing with the handling of losses which can seriously affect an organization's normal operation.

Courses are offered in cooperation with Risk and Insurance Management Society. The Faculty of Extension also offers courses that lead towards the FCIP (Fellow Chartered Insurance Professional) offered through the Insurance Institute of Canada.

Please visit our web-site at [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business) for the most current information and specific program details.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

## Winter and Spring Term 2011

course #		day(s)	duration	starts	cost
5629wi1	Conflict of Laws	W	13 eve	Jan. 12	\$545
5630wi1	Risk Control	T	13 eve	Jan. 11	\$545
5628sp1	Evidence	W	12 eve	Apr. 13	\$545
5631sp1	Risk Financing	W	12 eve	Apr. 13	\$545

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

**780.492.3027**  
website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

# Professional Associations providing Additional Accreditation

Many of the courses offered in Business Certificate Programs can be used to receive recognition from many respected and valued professional associations. Professional designations in such areas as accounting, purchasing, management, risk and insurance, and human resources can be completed by taking courses through the University of Alberta. For a complete listing of partnered professional associations please call 780.492.3027 or check our website at [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business).

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

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website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)





# Business Analysis Professional Citation Program

The Business Analyst works as a catalyst for new growth within a business. Using tasks and techniques to identify business needs – and then making recommendations on the best solution – it is a position that can produce large organizational change and create incredible technological advancement.

The *Business Analysis Professional Citation* from the University of Alberta Faculty of Extension is significantly different from other programs currently offered. Whereas many other programs choose specific aspects of Business Analysis to teach, our program focuses on the entire lifecycle of a project – from initiation and diagnosis through to successful implementation of the solution.

Aimed at individuals positioned between business and technology, this program will be extremely beneficial for Business Managers, Project Managers, and System Analysts.

The curriculum for this course has been endorsed by the International Institute of Business Analysis (IIBA), an international not-for profit professional association for business analysis professionals. The IIBA develops and maintains business analysis standards and certification. More information on the IIBA may be found on their website, [www.theiiba.org](http://www.theiiba.org).



To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

**780.492.3027**  
website: [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business)  
email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

## Courses for Business Analysts Winter and Spring Term 2011

course #		day(s)	duration	starts	cost
05691wi1	Solutions, Design and Testing	MTW	3 days	Jan. 10	\$845
05690wi1	Communication Success Factors	SD	1 wknd	Jan. 22	\$645
05692wi1	Implementation: Deployment, Training and Closure	MT	2 days	Jan. 31	\$645
05691wi2	Solutions, Design and Testing	FS	2 wknd	Feb. 11	\$845
05687wi1	Introduction to Business Analysis	MTW	3 days	Feb. 28	\$845
05692wi2	Implementation: Deployment, Training and Closure	SD	1 wknd	Mar. 19	\$645
05688wi1	Understanding and Gathering Requirements	MT	2 days	Mar. 21	\$645
05687sp1	Introduction to Business Analysis	FS	2 wknd	Apr. 1	\$845
05689sp1	Analyzing Information, Processes, and Workflow	MTS	3 days	Apr. 11	\$845
05690sp1	Communication Success Factors	MT	2 days	May 9	\$645
05688sp1	Understanding and Gathering Requirements	SD	1 wknd	May 14	\$645
05691sp1	Solutions, Design and Testing	MTW	3 days	May 30	\$845
05692sp1	Implementation: Deployment, Training and Closure	MT	2 days	Jun. 20	\$645

LEGEND    M-Monday    T-Tuesday    W-Wednesday    R-Thursday    F-Friday    S-Saturday    D-Sunday

# Adult and Continuing Education

The Certificate in Adult & Continuing Education (CACE) Program shows you how to develop, coordinate and facilitate adult training programs using effective adult education strategies. Improve your career options while learning from respected instructors and colleagues and having the opportunity to network with other professionals in the field.

## Certificate in Adult & Continuing Education (CACE)

The nationally recognized CACE program is designed to assist you in integrating adult learning theory, concepts, and practices to become a more effective adult educator. You will develop skills in planning, managing, teaching and evaluating courses and programs for adult learners. Instructors, trainers, course developers, coordinators, and managers alike, benefit from the applied nature and flexibility the program offers. We invite you to discover the lifelong benefits of continuing your professional development through the CACE program.

Please visit our website at [www.extension.ualberta.ca/cace](http://www.extension.ualberta.ca/cace) for the most current information and to register online.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

**780.492.7237**  
website: [www.extension.ualberta.ca/cace](http://www.extension.ualberta.ca/cace)  
email: [adulted@ualberta.ca](mailto:adulted@ualberta.ca)

## Winter/Spring Course Schedule

course #		day(s)	duration	starts	cost
5801wi1	Foundations of Adult Education (NAIT)	T	13 eve	Jan. 11	\$520
5883wi1	Program Planning, check the website for specific dates	TW/S	8 eve/2 days	Jan. 11	\$520
57137wi1	e-Teaching: Introduction to Developing & Facilitating Online Courses	on-line	6 wks	Jan. 17	\$520
5927wi1	Train The Trainer, check the website for specific dates	RFS/RF	2 wks/5 days	Jan. 20	\$630
57121wi1	Learning and Corporate Culture, Power and Politics	RFS	3 days	Jan. 20	\$480
5990wi1	Facilitating Adult Learning, check the website for face to face dates	blended	6 wks	Jan. 31	\$520
5711wi1	Adult Learning and Development, check the website for specific dates	T/S	7 days	Feb. 8	\$520
5962wi1	Action Learning: The Practice of Learning in Real Time	TWR	3 days	Feb. 8	\$480
57129wi1	Connecting The Dots: Program Planning in Adult Literacy	on-line	5 wks	Feb. 14	\$350
57122wi1	Fostering an Ethical Culture in Your Workplace	W	7 eve	Mar. 2	\$480
57126wi1	Learning and Organizational Design, check the website for specific dates	S	3 wks	Mar. 5	\$480
5866wi1	Needs Assessment in Training	T	4 eve	Mar. 8	\$435
5807sp1	Foundations of Adult Education	S	6 wks/days	Apr. 2	\$520
57138sp1	Facilitation of Adult Learning, check the website for specific dates	D/T	blended	Apr. 3	\$520
5996sp1	Enhancing Emotional Competencies	S	4 wks/days	Apr. 9	\$530
57123sp1	Storytelling and Leadership	MTW	3 days	Apr. 18	\$480
5927sp1	Train The Trainer, check the website for specific dates	WRF/RF	2 wks/5 days	Apr. 27	\$630
57131sp1	Creating Training Manuals That Work	blended	4 wks	May 5	\$435
5711sp1	Adult Learning and Development, check the website for specific dates	S/T	4 wks/days	Jun. 4	\$520
57132sp1	Thinking Styles: How they affect learning and facilitation	F	2 wks	Jun. 10	\$530

LEGEND    M-Monday    T-Tuesday    W-Wednesday    R-Thursday    F-Friday    S-Saturday    D-Sunday

\* Courses are subject to change.



# Supervisory Development Citation Program

Our Supervisory Development Citation Program provides the up-to-date information and advice you need to become an effective leader in your work environment. Whether you already supervise staff or are planning to move your career in that direction, you will benefit from this practical program that focuses on the key areas of leadership.

### Compulsory Seminars

Principles of Supervision (16 hours)	The Supervisor as a Trainer (16 hours)
Interpersonal Communications (16 hours)	Interviewing Techniques for Supervisors (16 hours)
Creating Effective Work Groups (16 hours)	Supervisory Summation (16 hours)

### Elective Seminars

Supervising in the Union Environment (16 hours)
The Law and the Supervisor (16 hours)

The program schedule is flexible, offering you a variety of dates to choose from. To graduate, you will complete six required seminars and one elective (listed above). Group discounts are available for organizations enrolling more than three people at one time in any one seminar. For more information, call 780.492.5066 or 780.492.8315.

### Key Supervisory/Team Skills

course #		day(s)	duration	starts	cost
5310wi1	Principles of Supervision	MT	2 days	Jan. 10	\$395
5310wi2	Principles of Supervision	RF	2 days	Jan. 13	\$395
5311wi1	Interpersonal Communications	MT	2 days	Jan. 17	\$395
5312wi1	Creating Effective Work Groups	MT	2 days	Jan. 24	\$395
5313wi1	The Supervisor as a Trainer	RF	2 days	Feb. 3	\$395
5314wi1	Interviewing Techniques for Supervisors	RF	2 days	Feb. 10	\$395
5315wi1	Supervising in the Union Environment	RF	2 days	Feb. 17	\$395
5316wi1	The Law and the Supervisor	RF	2 days	Feb. 24	\$395
5310wi3	Principles of Supervision	MT	2 days	Feb. 28	\$395
5311wi2	Interpersonal Communications	MT	2 days	Mar. 7	\$395
5312wi2	Creating Effective Work Groups	MT	2 days	Mar. 14	\$395
5313wi2	The Supervisor as a Trainer	MT	2 days	Mar. 21	\$395
5314sp1	Interviewing Techniques for Supervisors	RF	2 days	Apr. 7	\$395
5315sp1	Supervising in the Union Environment	RF	2 days	Apr. 14	\$395
5316sp1	The Law and the Supervisor	MT	2 days	Apr. 18	\$395
5317sp1	Supervisory Summation	RF	2 days	Apr. 28	\$395
5317sp2	Supervisory Summation	MT	2 days	May 2	\$395
5317sp3	Supervisory Summation	RF	2 days	May 5	\$395

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

## Business Seminars and Short Courses

### Management Seminars

course #		day(s)	duration	starts	cost
5421wi1	Take This Job And...Love It!	M	1 day	Jan. 10	\$345*
5390wi1	The Art and Science of Investing	W	10 eve	Jan. 12	\$325*
5419wi1	GMAT Test Preparation Course	S	4 days	Jan. 15	\$815*
5369wi1	Managing Your Time	F	1 day	Jan. 21	\$345*
5411wi1	Multi-generations at Work	F	1 day	Jan. 28	\$345*
5418wi1	Win-Win Collaboration	MT	2 days	Jan. 31	\$425*
5406wi1	Implementing Emotional Intelligence (EQ) at Work	M	1 day	Feb. 7	\$345*
5412wi1	Finding Work-Life Balance	M	1 day	Feb. 14	\$345*
5372wi1	Mental Toughness: Training for Success	F	1 day	Feb. 18	\$395*
5423wi1	Understanding Financial Planning, Budgeting and Management	WR	2 days	Feb. 23	\$425*
5419wi2	GMAT Test Preparation Course	W	9 Eve	Feb. 23	\$815*
5356wi1	Conflict Management	W	1 day	Mar. 2	\$345*
5410wi1	Coaching for Success	MT	2 days	Mar. 7	\$425*
5422wi1	Assertive Communication	F	1 day	Mar. 11	\$345*
5364wi1	Influencing Difficult People	F	1 day	Mar. 25	\$345*
5377sp1	Successful People Management	MT	2 days	Apr. 4	\$425*
5399sp1	First Things First™: Enhancing Personal and Professional Effectiveness	MT	2 days	Apr. 11	\$925*
5398sp1	Strategic Leadership™: Leading for Results	WR	2 days	Apr. 13	\$925*
5414sp1	The Excellent Assistant	RF	2 days	Apr. 28	\$445*
5360sp1	Finance for Nonfinancial Managers	TW	2 days	May 10	\$425*
5411sp1	Multi-generations at Work	F	1 day	May 13	\$345*
5353sp1	Basic Accounting for Nonaccountants	MTW	3 days	May 16	\$445*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

### Investments and Personal Finance

course #		day(s)	duration	starts	cost
5390wi1	The Art and Science of Investing	W	10 eve	Jan. 20	\$315*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

780.492.3027

website: [www.extension.ualberta.ca](http://www.extension.ualberta.ca)

email: [busprog@ualberta.ca](mailto:busprog@ualberta.ca)

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

Thinking of in-house training? We can help you by exploring possibilities for training within your organization. Call 780.492.8315.

## Professional Practice Studies

As a professional, you are always looking for ways to further your career and education by bridging your current learning into future opportunities.

In today's global work world, professionals at all levels are finding that continually enhancing knowledge and expertise is a powerful way to increase your competitive edge as well as contribute towards the positive enrichment of your corporation's culture and operations. The Faculty of Extension's new Professional Practice Studies allows you to specialize in areas of specific interest to enhance your skills and knowledge in a targeted subject area. Each specialization will provide approximately 50 hours of study and upon completion participants will receive recognition of their accomplishment.

### Students may focus on the following specializations:

- Workplace Communication\*
- Conflict Resolution\*
- Financial Management\*
- Management Bootcamp\*
- Workplace Coaching\*

\* For the complete listing of program requirements please visit our website at: [www.extension.ualberta.ca/business](http://www.extension.ualberta.ca/business).

We are committed to help you achieve your personal and professional goals.



# Occupational Health and Safety

Concern for the promotion of health and safety in the workplace is increasing among workers and employers across all industries. Consequently, the demand for occupational health and safety professionals is also increasing. This certificate program is designed to help practitioners from many different backgrounds develop the competencies needed to be effective in the development, implementation, and evaluation of occupational health and safety programs and systems in a wide variety of occupational settings.

The program consists of 6 core courses, 78 hours of core elective courses and 35 hours of elective enrichment seminars. The University of Alberta's Occupational Health and Safety Certificate Program is also offered at the following affiliate colleges: Keyano (Fort McMurray), Red Deer, Grande Prairie, and Medicine Hat.

Classes listed below will be held in Edmonton and Calgary.

## Winter Courses - Edmonton

course #	CORE COURSES	day(s)	duration	starts	cost
4620wi1	Introduction to Health and Safety Systems	MW	13 eve	Feb. 14	\$545
4620wi2	Introduction to Health and Safety Systems	SD	3 wknds	Jan. 15	\$545
4621wi1	Management of Health and Safety Systems	MW	13 eve	Jan. 10	\$545
4621wi2	Management of Health and Safety Systems	TWRF	4 days	Mar. 8	\$545
4622wi1	Fundamentals of Occupational Hygiene	T	13 eve	Jan. 11	\$545
4622wi2	Fundamentals of Occupational Hygiene	MTWR	4 days	Feb. 14	\$545
4623wi1	Applied Occupational Hygiene	SD	3 wknds	Jan. 8	\$545
4623wi2	Applied Occupational Hygiene	MTWR	4 days	Mar. 21	\$545
4624wi1	Health and Safety Legislation and Policy	WRF	3 days	Jan. 19	\$545
4624wi2	Health and Safety Legislation and Policy	F	3 days	Feb. 18	\$545
4624wi1	Health and Safety Legislation and Policy	ONLINE	8 eve	Jan. 5	\$595
5587wi1	Organizational Behaviour	R	13 eve	Jan. 6	\$545
5587wi2	Organizational Behaviour	FSDR	2 wknds	Feb. 11	\$545
5587wi3	Organizational Behaviour	FSDR	2 wknds	Mar. 11	\$545
CORE ELECTIVE COURSES					
4575wi1	Fundamentals of Auditing	SD	2 wknds	Feb. 12	\$545
4601wi1	Fundamentals of Disability Management	TWRF	4 days	Jan. 11	\$545
4576wi1	Fundamentals of Ergonomics	TWRF	4 days	Jan. 18	\$545
4625wi1	Risk Management and Communications	SD	2 wknds	Feb. 26	\$545
ELECTIVE SEMINARS					
4603wi1	Behavior-based Safety	RF	2 days	Mar. 3	\$425
4568wi1	Emergency Management	SD	2 days	Mar. 5	\$425
4572wi1	Fall Protection	S	1 day	Mar. 19	\$325
4574wi1	Fire Safety Program	MT	2 days	Jan. 31	\$425
4579wi1	Incident Investigation	MT	2 days	Feb. 7	\$425
4594wi1	Shiftwork, Safety and Sanity	F	1 day	Jan. 28	\$325

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

## Spring Courses - Edmonton

course #	CORE COURSES	day(s)	duration	starts	cost
4620sp1	Introduction to Health and Safety Systems	MTWR	4 days	Apr. 4	\$545
46201sp1	Introduction to Health and Safety Systems	ONLINE	8 eve	Apr. 5	\$595
4621sp1	Management of Health and Safety Systems	SD	3 wknds	May 28	\$545
4622sp1	Fundamentals of Occupational Hygiene	SD	3 wknds	May 7	\$545
4623sp1	Applied Occupational Hygiene	TR	13 eve	Apr. 19	\$545
4624sp1	Health and Safety Legislation and Policy	WRF	3 days	Jun. 8	\$545
5587sp1	Organizational Behaviour	R	12 eve	Apr. 7	\$545
5587sp2	Organizational Behaviour	FSDR	2 wknds	May 6	\$545
46401sp1	Organizational Behaviour	ONLINE	8 eve	Apr. 6	\$595
CORE ELECTIVE COURSES					
4575sp1	Fundamentals of Auditing	TWRF	4 days	May 17	\$545
4631sp1	How to be an Effective Safety Trainer	TWRF	4 days	Apr. 26	\$545
5576sp1	Interpersonal Communication in Business	T	12 eve	Apr. 12	\$545
5603sp1	Training and Development of the Workforce	T	12 eve	Apr. 12	\$545
ELECTIVE SEMINARS					
4560sp1	Conflict and Confrontation	RF	2 days	Jun. 2	\$425
4562sp1	Coping with Stress	F	1 day	May 13	\$325
4574sp1	Fire Safety Program	SD	2 days	May 7	\$425
4579sp1	Incident Investigation	MT	2 days	Jun. 13	\$425
4628sp1	Toxicology: Effects and Hazards	F	1 day	May 6	\$325
GENERAL INTEREST					
4563sp1	CRSP Exam Preparation	SD	2 day	Apr. 16	\$949*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus GST

## Winter Courses - Calgary

course #	CORE COURSES	day(s)	duration	starts	cost
4620wi3	Introduction to Health and Safety Systems	SD	3 wknds	Feb. 12	\$545
4621wi3	Management of Health and Safety Systems	TWRF	4 days	Mar. 22	\$545
4622wi3	Fundamentals of Occupational Hygiene	TWRF	4 days	Jan. 11	\$545
4623wi3	Applied Occupational Hygiene	SD	3 wknds	Jan. 22	\$545
4624wi3	Health and Safety Legislation and Policy	WRF	3 days	Mar. 16	\$545
4640wi3	Organizational Behaviour	FSDR	2 wknds	Feb. 25	\$545
CORE ELECTIVE COURSES					
4575wi3	Fundamentals of Auditing	TWRF	4 days	Jan. 11	\$545
4631wi3	How to be an Effective Safety Trainer	MTWR	4 days	Feb. 7	\$545
4625wi3	Risk Management and Communications	TWRF	4 days	Mar. 8	\$545
4609wi3	Safety Hazard Recognition, Evaluation and Control	MTWR	4 days	Feb. 14	\$545
ELECTIVE SEMINARS					
4633wi3	Accident Causation Theory	M	1 day	Jan. 24	\$325
4634wi1	Avoiding a Wrong with Two Rights: Human Rights vs. the Right to Safety	M	1 day	Feb. 28	\$325
4562wi3	Coping with Stress	R	1 day	Mar. 10	\$325
4578wi3	Health and Safety Committees	S	1 day	Mar. 19	\$325
4579wi3	Incident Investigation	SD	2 days	Jan. 8	\$425
4629wi3	Noise and Hearing Conservation	F	1 day	Jan. 7	\$325
4612wi3	Safety Culture & Perception Surveys	M	1 day	Mar. 21	\$325

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

## Spring Courses - Calgary

course #	CORE COURSES	day(s)	duration	starts	cost
4624sp3	Health and Safety Legislation and Policy	MTW	3 days	Jun. 27	\$545
4609sp3	Safety Hazard Recognition, Evaluation & Control	SD	2 wknds	May 28	\$545
4568sp3	Emergency Management	SD	2 days	Jun. 18	\$425
4579sp3	Incident Investigation	RF	2 days	Apr. 28	\$425
4584sp3	Managing Contractor Safety Performance	RF	2 days	Jun. 23	\$425

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

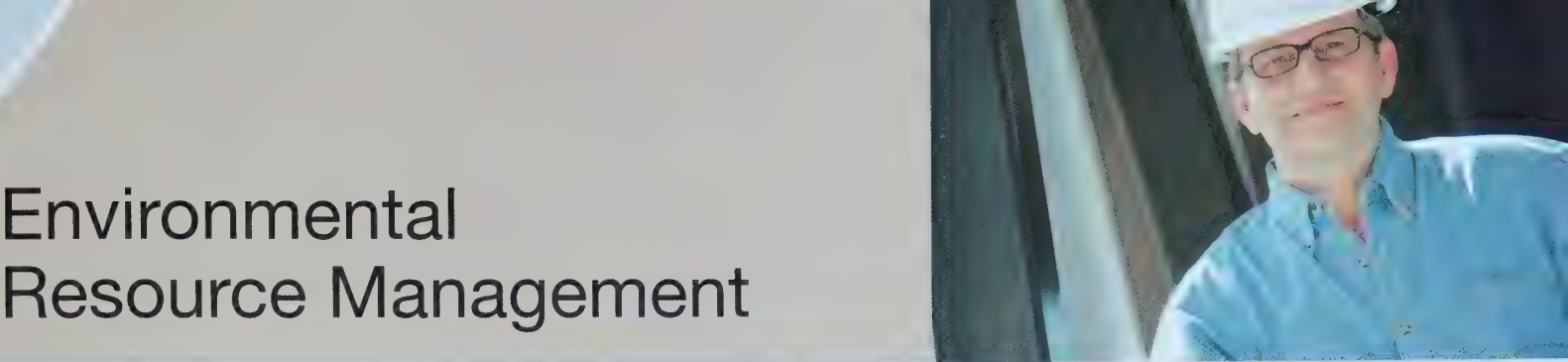
Information Session - Edmonton  
To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2 and Wednesday, November 3.

Information Session - Calgary  
To find out more, attend the Information Session on Occupational Health and Safety Certificate Program on Tuesday, November 2 between 6:00 pm to 7:00 pm in Room EC1065 at Mount Royal College, 4825 Mount Royal Gate SW.

780.492.3037  
toll free: 1.800.808.4784  
website: [www.extension.ualberta.ca/ohs](http://www.extension.ualberta.ca/ohs)  
email: [ohs@ualberta.ca](mailto:ohs@ualberta.ca)







# Environmental Resource Management

The Environmental Resource Management Certificate Program (ERM) is designed for:

- Individuals transitioning into the environmental field
- Mid-level experienced professionals who want to enhance and update their skills and knowledge
- Individuals who wish to achieve manager-level responsibilities in the field of environmental resource management
- Individuals who wish to broaden their environmental skills
- Individuals with experience in private organizations or public agencies dealing with natural resources or the environment.

The ERM certificate program provides training for professional development in private or public organizations. The aim is to increase familiarity and competence in understanding the dynamics of environmental resource management, the strategies and techniques of environmental planning and management, and the biological, physical, social, economic and institutional implications of resource decisions. Students also become familiar with various quantitative methods of analysis and aids to decision making. The ERM courses blend theory and practical exercises to help students develop the comprehensive set of skills and understanding the students' need to succeed. It offers a thorough background in air, water and soil processes, and environmental monitoring, biotechnology, instrumentation and experimental design.

## Certified Canadian Environmental Practitioner

ERM Graduates are eligible to apply for the Canadian Certified Environmental Practitioner-in-Training designation, CEPIT, under CECAB's (The Canadian Environmental Certification Approvals Board) National Certification Program for Canadian Environmental Practitioners. The CEPIT certification is seen as a stepping stone to becoming a Canadian Certified Environmental Practitioner (CCEP). To apply for a CCEP, applicants must have a two or three year diploma or degree in addition to a minimum five years of Canadian environmental work experience.

For more information on CECAB, please go to [www.cecab.org](http://www.cecab.org)

# Construction Administration Certificate Program

How can you enter or advance in this exciting, high-growth field? This certificate provides the fundamental areas of construction administration. Develop and expand your managerial skills in courses developed and approved by U of A and accredited by **Canadian Construction Association** for **Gold Seal Accreditation**.

If you desire a career change in the construction field, this program will help you gain knowledge essential to success in the field. Or, if you work in the construction industry, design, project management, manufacturing and supply, development, or real estate, and are seeking the competitive edge to further your career, this certificate will greatly increase your competency, and ability to compete and advance. This program builds your understanding of the planning, technical, financial, and legal aspects of the construction business.

Winter/Spring Course Schedule					
course #		day(s)	duration	starts	cost
4200wi1	Administrative Control Systems (Core)	RS	7 eve/3 days	Jan. 13	\$545
4201wi1	Construction Costing (Core)	TS	7 eve/3 days	Jan. 18	\$545
4238wi1	<b>NEW</b> Introduction to Building Information Modelling (BIM) (Elective)	F	1 day	Jan. 28	\$395
4210wi1	Understanding Specifications in Construction (Elective)	RF	2 days	Feb. 10	\$475
4203wi1	Contract Law and Construction Documents (Core)	T/R/S	7 eve/3 days	Mar. 8	\$545
4207wi1	Project Management II: The Experience (Elective)	RFS	3 days	Mar. 10	\$495
4768wi1	Sustainable Design—Environmental Impact of Design and Material Selection (Elective)	RF	2 days	Mar. 24	\$475
4218sp1	Computer Assisted Project Planning (Elective)	RF	2 days	Apr. 7	\$475
4205sp1	Comprehensive Seminar for Construction Administration (Core)**	MT	2 days	May 2	\$475
4535sp1	Mold: Problems and Solutions for Construction Stakeholders (Elective)	RFS	3 days	May 5	\$495
4204sp1	Fundamentals of Project Management (Core)	FSM	4 days/2 eve	May 13	\$545
4584sp3	Managing Contractor Safety Performance (Elective) (Calgary)	RF	2 days	Jun 23	\$425

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\*\* Comprehensive Seminar for Construction Administration must be taken as the final class in the program.

NB: Courses are subject to change. Please visit our website at [www.extension.ualberta.ca/cst](http://www.extension.ualberta.ca/cst) for the most current information and to register online.

## Winter/Spring Course Schedule

course #		day(s)	duration	starts	cost
4307wi1	Introduction to Soils and Soil Resources	WS	8 eve/1day	Jan. 19	\$565
4267wi1	Environmental Audits	RFS	3 days	Jan. 20	\$565
4289wi1	Environmental Law: Process and Procedures	RFS	3 days	Feb. 10	\$565
4268wi1	Environmental Impact Assessments	RFS	3 days	Feb. 24	\$565
4288wi1	Climate Change and Greenhouse Gas Management	TR	7 eve	Mar. 1	\$565
4256wi1	Applied Hydrology	RF	4 days	Mar. 10	\$565
4273wi1	Environmental Stewardship	RFS	3 days	Mar. 17	\$565
4258wi1	Environmental Project Management	RFS	3 days	Mar. 24	\$565
4286sp1	Remediation Technologies	RFS	3 days	Apr. 7	\$565
4291sp1	Applied Hydrogeology in Alberta	RFS	3 days	Apr. 28	\$565
4235sp1	Mold: Problems and Solutions for Construction Stakeholders	RFS	3 days	May 5	\$495
4280sp1	Wetlands Ecology and Remediation	RFS	3 days	May 12	\$565
4277sp1	Risk Communication	WRF	3 days	May 25	\$565

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

NB: Courses are subject to change. Please visit our website at [www.extension.ualberta.ca/erm](http://www.extension.ualberta.ca/erm) for the most current information and to register online.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

780.492.5532 or 780.492.3158

website: [www.extension.ualberta.ca/erm](http://www.extension.ualberta.ca/erm)  
email: [erm@ualberta.ca](mailto:erm@ualberta.ca)

## General Interest Courses

### Construction Project Management Workshop Series

This workshop series is a must for anyone who wishes to develop project management skills and advance in their construction career. The courses will be of interest to engineers, architects, facilities managers, construction managers, contractors, inspectors, developers, operations managers, superintendents, estimators, controllers, designer/builders, PMO members and managers, or graduates who want to start a career or seek postgraduate education in project management. These courses are also for senior managers and executives who are considering enhancing their organizational project performance

## These courses are not part of the Construction Administration Certificate Program

course #		day(s)	duration	starts	cost
4773wi1	Advanced Communication Skills	FS	2 days	Jan. 14	\$799*
4774wi1	Construction Contract Management	FS	2 days	Feb. 4	\$799*
4775wi1	Contract Law for Project Managers	FS	2 days	Mar. 4	\$799*
4776sp1	Proactive Risk Management Tools & Techniques	FS	2 days	Apr. 1	\$799*
4777sp1	Team Building and Leadership	FS	2 days	May 6	\$799*
4778sp1	Project Delivery Systems	FS	2 days	Jun. 3	\$799*
4779su1	Advanced Construction Contract Management	FS	2 days	July 8	\$799*
4780su1	Construction Claims Prevention & Management	FS	2 days	Aug. 5	\$799*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus GST

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

780.492.5532 or 780.492.3158

website: [www.extension.ualberta.ca/cst](http://www.extension.ualberta.ca/cst)  
email: [cst@ualberta.ca](mailto:cst@ualberta.ca)



# Fine Arts

*“If you hear a voice within you say ‘you cannot paint’ then by all means paint, and that voice will be silenced.” ~ Vincent Van Gogh*

Art expresses who we are, where we are going, where we have been, and what we might be. It compels us to engage our minds, think in new ways, and to use our most precious gift, our imagination.

Develop your imagination and creative expression with a solid grounding in the fundamentals of art through our Fine Arts courses. Offering studio instruction with professional artists, critique and practice, these courses help you build a portfolio reflective of your artistic vision and mastery.

Courses in Fine Arts can be taken towards a Fine Arts Certificate, as outlined below, or for general interest. **For a complete brochure on our courses contact our program at 780.492.3034 or visit our website at [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)**

## Winter Term

course #	CORE CERTIFICATE COURSES	day(s)	duration	starts	cost
3002wi1	Art History I	R	10 eve	Jan. 13	\$385*
3005wi1	Drawing I **	W	10 afn	Jan. 12	\$385*
3005wi2	Drawing I **	R	10 eve	Jan. 13	\$385*
3006wi1	Drawing II	M	10 eve	Jan. 10	\$385*
3006wi2	Drawing II	W	10 afn	Jan. 12	\$385*
3010wi1	Painting I	M	10 eve	Jan. 10	\$385*
3011wi1	Painting II	F	10 eve	Jan. 14	\$385*
3003wi1	Visual Design I	W	10 eve	Jan. 12	\$385*
3310wi1	Drawing III	T	10 eve	Jan. 11	\$385*
3526wi1	Watercolour II	T	10 eve	Jan. 11	\$385*
3260wi1	Project Course				\$385*
ELECTIVE COURSES					
3538wi1	Abstract Painting II	T	5 eve	Jan. 11	\$195*
3522wi1	Drawing with Mixed Media I	W	5 eve	Jan. 12	\$195*
3539wi1	Drawing with Mixed Media II	W	5 eve	Feb. 23	\$195*
3528wi1	Figure Drawing I	D	10 morn	Jan. 9	\$385*
3223wi1	Pen, Ink & Watercolour	S	10 morn	Jan. 8	\$385*
3015wi1	Portrait Painting	R	10 eve	Jan. 13	\$385*
3524wi1	Soft Pastel Drawing II	M	10 eve	Jan. 10	\$385*
3004wi1	Visual Art & Design II	R	10 eve	Jan. 13	\$385*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Note: Most morning classes are held from 10 am–1 pm, most afternoon classes are held from 1–4 pm, most evening classes are held from 6:30–9:30 pm.

\* Fine Arts courses require additional art supplies or materials.  
\*\* Drawing is one of the cornerstones of art training and is recommended to students with no previous art experience.

• Please visit our website for course prerequisites: [www.extension.ualberta.ca/liberalstudies/finearts.aspx](http://www.extension.ualberta.ca/liberalstudies/finearts.aspx)

## Spring Term

course #	CORE CERTIFICATE COURSES	day(s)	duration	starts	cost
3005sp1	Drawing I **	T	10 eve	Apr. 12	\$385*
3006sp1	Drawing II	M	10 eve	Apr. 11	\$385*
3308sp1	Landscape and Interior Drawing	W	10 afn	Apr. 13	\$385*
3011sp1	Painting II	T	10 afn	Apr. 12	\$385*
3012sp1	Painting III	R	10 eve	Apr. 14	\$385*
3527sp1	Watercolour III	S	10 morn	Apr. 9	\$385*
3260sp1	Project Course				\$385*
ELECTIVE COURSES					
3530sp1	Drawing En Plein Air	F/S	1 eve/2 day	May 27	\$235***
3542sp1	NEW: Contemporary Thematic Development	S	5 morn	Apr. 9	\$195*
3325sp1	Techniques of the Old Masters	M	10 eve	Apr. 11	\$385*
3356sp1	Oriental Brushwork Workshop	S/D	4 days	May 7	\$195*
3594sp1	Portfolio Development Workshop	W	5 eve	Apr. 13	\$195*
3544sp1	Visual Art & Design III	R	10 eve	Apr. 14	\$385*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

Note: Most morning classes are held from 10 am–1 pm, most afternoon classes are held from 1–4 pm, most day classes are held 9 am–4 pm, and most evening classes are held from 6:30–9:30 pm.

\* Fine Arts courses require additional art supplies or materials.  
\*\* Drawing is one of the cornerstones of art training and is recommended to students with no previous art experience.  
\*\*\* Includes admission to Fort Edmonton Park and Elk Island National Park.

• Please visit our website for course prerequisites: [www.extension.ualberta.ca/liberalstudies/finearts.aspx](http://www.extension.ualberta.ca/liberalstudies/finearts.aspx)

## Fine Arts Certificate Courses

Our certificate program offers three streams to choose from – drawing, painting, and watercolour. Each stream is comprised of 8 core courses (240 hours) plus 60 hours of elective courses and workshops.

Fine Arts Certificate Program students must be 18 or older and hold a high school diploma or equivalent. To enrol in the Fine Arts Certificate Program, students must complete a program application form and provide a non-refundable application fee of \$75. Call 780.492.3093 to request a form.

You **do not** need to be a certificate student to register in Extension Fine Arts courses.

## Scholarships Available

The Fine Arts program has a number of scholarships available for certificate students upon application and recommendation of instructors.

## ArtsMASH

Thursday, December 9, 6:30–9:30 pm  
Guest Lecture: 7:30 pm  
Fine Arts Studios, Enterprise Square, 10230 Jasper Avenue

Everyone is invited to our open house featuring the works of Extension's Fine Arts and Residential Interiors students. For forthcoming details visit our website [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies).

## Looking for More Information?

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

## 780.492.3034

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)





# Residential Interiors



“A home cannot be truly beautiful unless it functions in harmony with who we are.” ~ Clodagh

Do you have a passion and penchant for interior design? Do you notice special details: the way light falls through a window, how a doorway frames a view, why a certain shade or texture doesn’t fit the feel of a room? Decorating a home is a form of creative expression, as are the visual arts of drawing and painting. If you like to make your living environment reflect who you are, if you have always had a flair for making a house a home, if friends ask for your advice or help when they contemplate a renovation, consider pursuing studies in residential interiors that can lead to a certificate.

## Residential Interiors Certificate\*

Requirement to complete: 351 credit hours (6 core and 3 elective courses)

Learn to deal successfully with the changes and challenges of residential interior decorating.

This certificate, unique in Western Canada, is recognized as an excellent university-level program incorporating the principles of fine arts, architecture, and business. Offering a balanced combination of theory, practice through applied exercises, and industry-specific instruction, this program will enhance your current practice or help you pursue a new career in residential interior decorating.

\*While auditing for general interest is permitted, preference for admission will be granted to students enrolled in the Residential Interiors Certificate Program.

Please visit our website for course prerequisites:  
[www.extension.ualberta.ca/liberalstudies/residential\\_courses.aspx](http://www.extension.ualberta.ca/liberalstudies/residential_courses.aspx)

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2nd or Wednesday, November 3rd between 11:30 am and 1:30 pm.

780.492.3093

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



# Music, Arts and Humanities

“Through the arts, people learn creativity and innovation.” ~ Raymond Nasher

Explore the arts and humanities to develop both your critical and creative faculties and reach a greater understanding of the world around you.

### Course Schedule

course #		day(s)	duration	starts	cost
	Opera 101: A Guide to the Opera	W	2 eve	Jan. 26 <sup>1</sup>	no charge <sup>1</sup>
3571wi1	Gnosticisim and the Occult	W	6 eve	Feb. 2	\$175*
3811wi1	NEW The Healing Power of Sound	R	6 eve	Feb. 3	\$175*
3812wi1	NEW Ecological Living	T	6 eve	Feb. 8	\$175*
	Ballet 101: A Closer Look at the Creative Process	R/W	2 eve	Mar. 31 <sup>2</sup>	No charge <sup>2</sup>
3813sp1	NEW Women in the Classical World	M	6 eve	Apr. 4	\$175*
3810sp1	NEW Edmonton: Culture, History, and Place	R	6 eve	Apr. 7	\$175*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus GST

- Community Programming: Offered in collaboration with Edmonton Opera. RSVP by calling 780.429.1000. Date of 2nd evening is Apr. 13.
- Community Programming: Offered in collaboration with Alberta Ballet. Register by phoning 780.702.1225. Date of the 2nd evening is May 11.

Note: Most Evening classes are held from 6-8:30 pm.

### Winter Term

course #		day(s)	duration	starts	cost
CORE CERTIFICATE COURSES					
4676wi1	Introduction to Residential Interiors	M/S	11 eve/1 day	Jan. 10	\$535*
4676wi2	Introduction to Residential Interiors	T/M	12 morn/1 eve	Jan. 11	\$535*
4677wi1	Basic Drawing, Drafting and Presentation	R/S	12 eve/1 morn	Jan. 13	\$535*
4678wi1	Colour Theory and Application	W/S	12 eve/1 morn	Jan. 12	\$535*
4680wi1	Products and Finishes	W/S	13 morn	Jan. 12	\$535*
4679wi1	Space Planning	M/D	11 eve/1 day	Jan. 10	\$535*
4681wi1	Business Practice	T/S	12 eve/1 morn	Jan. 11	\$535*

#### ELECTIVE COURSES

3510wi1	Computer-Assisted Design (CAD)	M/S	11 eve/1 day	Jan. 10	\$535*
4699wi1	Computer-Assisted Design II (CAD)	R/S	12 eve/1 morn	Jan. 13	\$535*
4697wi1	Lighting	R/S	12 eve/1 morn	Jan. 13	\$535*
4698wi1	Design History: Art, Architecture, & Design of the Avant-Garde	W/R	13 aftn	Jan. 12	\$535*
3499wi1	Universal Design	T/S	12 eve/1 morn	Jan. 11	\$535*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus text and/or supplies

Note: Most morning classes are held from 9 am-noon, most afternoon classes are held from 2-5 pm, most day classes are held 9 am-4 pm, and most evening classes are held from 6:30-9:30 pm.

### Spring Term

course #		day(s)	duration	starts	cost
CORE CERTIFICATE COURSES					
4676sp1	Introduction to Residential Interiors	T/S	12 eve/1 morn	Apr. 12	\$535*
4677sp1	Basic Drawing, Drafting and Presentation	R/S	12 eve/1 morn	Apr. 14	\$535*
4678sp1	Colour Theory and Application	W/S	12 eve/1 morn	Apr. 13	\$535*
4680sp1	Products and Finishes	W/S	12 eve/1 morn	Apr. 13	\$535*
4679sp1	Space Planning	T/S	12 aftn/1 morn	Apr. 12	\$535*

#### ELECTIVE COURSES

4683sp1	Building Construction	T/S	12 eve/1 morn	Apr. 12	\$535*
3510sp1	Computer-Assisted Design (CAD)	R/S	12 eve/1 morn	Apr. 14	\$535*
4697sp1	Lighting	M/S	10 aftn/1 day/1 morn	Apr. 11	\$535*
4685sp1	Design Studio	D/S	11 aftn/1 day	Apr. 10	\$535*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* plus text and/or supplies

Note: Most morning classes are held from 9 am-noon, most afternoon classes are held from 1-4 pm, most day classes are held 9 am-4 pm, and most evening classes are held from 6:30-9:30 pm.

## NEW Dine & Discover

Join us this winter in Enterprise Square as we examine today’s hot topics over dinner and a glass of wine. Each evening will feature two guest speakers presenting different perspectives of a contemporary issue followed by a question period and discussion.

Visit [dineanddiscover.ca](http://dineanddiscover.ca) for dates and further details.

780.492.3093

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



# Writing and Editing

*"The secret of becoming a writer is to write, write and keep on writing." ~ Ken MacLeod*

Explore the clear expression of ideas, create characters that amuse, write poetry that has meaning to others, or move from pen to print or the Internet. Guided by professional writers, many of whom have won awards, our writing courses will help you transform your thoughts into effective and inspired writing.

We offer academic, professional, and personal development courses in Writing and Editing.

## Grammar and Style

course #		day(s)	duration	starts	cost
3796wi1	<b>NEW</b> Introduction to the Process of Writing	M	5 eve	Jan. 17	\$255*
3797wi1	<b>NEW</b> Grammar for Elegant Writing	W	8 eve	Feb. 2	\$285*
3112wi1	Writing Skills: Improving Style and Clarity	R	8 eve	Feb. 3	\$285*
3404sp1	Writing and Grammar Skills: Advanced	W	8 eve	Apr. 6	\$285*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

## Editing

course #		day(s)	duration	starts	cost
3329wi1	Essential Editing	S	3 days	Jan. 15	\$285*
3798wi1	<b>NEW</b> Substantive and Structural Editing	S	2 days	Feb. 5	\$255*
3133sp1	A Practical Guide to Proofreading	S	2 days	Apr. 2	\$225*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

## Professional Writing and Communications

course #		day(s)	duration	starts	cost
3405wi1	Technical Writing: Procedures and Manuals	T	4 eve	Feb. 1	\$285*
3977wi1	Writing for Magazines	W	8 eve	Feb. 2	\$285*
3359wi1	Writing for the Web	T	1 day	Feb. 8	\$185*
3793wi1	Writing in the Workplace	M/T	2 days	Feb. 14	\$395*
3794wi1	Writing About Science	T	8 eve	Feb. 15	\$285*
3976wi1	Web 2.0: The Social Web – What is it And Why It Matters (To You)	S	1 day	Mar. 12	\$185*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

## Creative Writing

course #		day(s)	duration	starts	cost
3113wi1	Introduction to Creative Writing	R	8 eve	Jan. 27	\$285*
3144wi1	Write That Book and Get it Published!	S	1 day	Jan. 29	\$155*
3787wi1	Unlocking the Muse: Meditation and Creativity	F/SD	1 eve/2 days	Feb. 25	\$245*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

## On-Line Creative Writing Course

course #		day(s)	duration	starts	cost
3795sp1	<b>NEW</b> Introduction to New Media Narratives (On-line delivery)**		8 weeks	Apr. 18	\$285*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

\*\* This course will be offered online through a Web-based conferencing system. You must have an email account and Internet access to enroll; Netscape Communicator 7.1 or Internet Explorer 6.x (or higher) (recommended for Windows computers); Netscape Communicator 7.1 and Internet Explorer 5.x (recommended for Macintosh computers); and 28.8 kbps modem (or higher).

## Women's Writing

	duration	starts
18th Annual Women's Words: Summer Writing Week <a href="http://www.extension.ualberta.ca/womenswords">www.extension.ualberta.ca/womenswords</a>	1 week + weekends	June 3– 12, 2011

**780.492.3093**

website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)

email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



## NEW Media Narratives: Writing and Publishing in a Developing Field (COMM 597)

An Online Graduate Course — Winter 2011

Offered by the Communications and Technology  
Graduate Program, Faculty of Extension, U of A

For details phone 780.492.1501  
email: [Eileen.crookes@ualberta.ca](mailto:Eileen.crookes@ualberta.ca)

[www.mact.ca](http://www.mact.ca)



# Languages

*“A different language is a different vision of life.” ~ Federico Fellini*

Access an expanding global market, visit foreign countries, and connect with more people—all through developing skills in a second language. Learning a language is more than making unusual sounds and learning a new alphabet. It’s about communicating and understanding. It is a cultural experience. As you develop your vocabulary and perfect your pronunciation of a new language, you will find delight in the cadence, idioms and forms of expression. And through the words and sentences that you learn, you will gain insight into how others around the globe view their world. Whether your career would benefit from a new language, you are fascinated by other countries and cultures, or you have a yen for travel, our language classes open up a world of possibilities.

Chinese (Mandarin)					
course #		day(s)	duration	starts	cost
3155wi1	Chinese I (Mandarin)	W	12 eve	Jan. 12	\$345*
3488sp1	Chinese II (Mandarin)	W	12 eve	Apr. 13	\$345*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

French					
course #		day(s)	duration	starts	cost
3114wi1	French I	M	12 eve	Jan. 10	\$345
3114wi2	French I	W	12 eve	Jan. 12	\$345
3114sp1	French I	M/W	12 eve	May 2	\$345
3109wi1	French II	W	12 eve	Jan. 12	\$345
3109sp1	French II	M/W	12 eve	May 2	\$345
3139wi1	French III	R	12 eve	Jan. 13	\$345
3247wi1	French IV	W	12 eve	Jan. 12	\$345
3258sp1	French V	M/W	12 eve	May 2	\$345

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

German					
course #		day(s)	duration	starts	cost
3397wi1	German I	R	12 eve	Jan. 13	\$345*
3397sp1	German I	T	10 eve	Apr. 12	\$345*
3398wi1	German II	T	12 eve	Jan. 11	\$345*
3398sp1	German II	R	10 eve	Apr. 14	\$345*
3399wi1	German III	W	12 eve	Jan. 12	\$345*
3400sp1	German IV	W	10 eve	Apr. 13	\$345*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

Italian					
course #		day(s)	duration	starts	cost
3116wi1	Italian I	W	12 eve	Jan. 12	\$345*
3117wi1	Italian II	M	12 eve	Jan. 10	\$345*
3196sp1	Italian III	M	10 eve	Apr. 11	\$345*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

Japanese					
course #		day(s)	duration	starts	cost
3143wi1	Japanese II	W	12 eve	Jan. 12	\$345*
3414sp1	Japanese III	W	10 eve	Apr. 20	\$345*

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

\* Plus GST

Spanish					
course #		day(s)	duration	starts	cost
3119wi1	Spanish Module 1	M	7 eve	Jan. 10	\$275
3119wi2	Spanish Module 1	R	7 eve	Jan. 13	\$275
3119wi3	Spanish Module 1	W	7 eve	Feb. 23	\$275
3119sp1	Spanish Module 1	R	7 eve	May 5	\$275
3125wi1	Spanish Module 2	T	7 eve	Jan. 11	\$275
3125wi2	Spanish Module 2	T/R	16 aftn	Jan. 18	\$275
3125wi3	Spanish Module 2	M	7 eve	Mar. 7	\$275
3125wi4	Spanish Module 2	R	7 eve	Mar. 3	\$275
3125sp1	Spanish Module 2	W	7 eve	May 4	\$275
3377wi1	Spanish Module 3	W	12 eve	Jan. 12	\$345
3377sp1	Spanish Module 3	T/R	12 eve	May 10	\$345
3132sp1	Spanish Module 4	M/W	12 eve	Apr. 11	\$345
3200wi1	Spanish Seminar 1	T	13 eve	Feb.15	\$475
3259sp1	Spanish Seminar 2	T/R	13 eve	May 19	\$475

LEGEND M-Monday T-Tuesday W-Wednesday R-Thursday F-Friday S-Saturday D-Sunday

## Spanish Language Certificate

Planning to travel in a Spanish-speaking country? Doing business in Latin America? Or are you simply interested in learning about a new culture and language? The courses in our Spanish Language Certificate offer the opportunity to learn the language in intimate classes formatted into short modules that let you begin at whatever level suits your skills.

Find out more about our Spanish Language Certificate at our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

**780.492.3034**  
website: [www.extension.ualberta.ca/liberalstudies](http://www.extension.ualberta.ca/liberalstudies)  
email: [liberalstudies@ualberta.ca](mailto:liberalstudies@ualberta.ca)



# English Language Program

Discover a whole new world by studying English at the University of Alberta. Our English Language Program provides a chance to explore interesting ideas, discover another culture and develop new communications skills that will take you around the world. We offer everything from English basics to pronunciation enhancement to university level English in day and evening classes. Small class size means you get lots of opportunity to concentrate on the skills you need and practise along with students from around the world. We also support you with highly qualified instructors and a new state-of-the-art Multimedia Language Learning Centre with Internet access and interactive computer software.

## Our Program

Established in 1973, the English Language Program (ELP) enjoys an international reputation for providing a high standard of instruction in English to students from around the world. This standard of excellence is maintained by specialized teaching staff who employ modern teaching approaches and materials. Students use a computerized, state-of-the-art, multi-media language centre. In addition to regular offerings, the ELP will organize short-term courses designed to meet the specific needs of groups from the local or international community.

Before enrolling, prospective students must take the ELP Placement Test to determine their level of English competence. To be accepted into the program, students must be literate in their first language and obtain a minimum score on the Placement Test.

Placement Test				
	day(s)	duration	starts	cost
Placement Test—January Session	R	1 morn	Jan. 6	\$80
Placement Test—March Session	R	1 morn	Mar. 3	\$80
Placement Test—May Session	T	1 morn	May 3	\$80

LEGEND    M—Monday    T—Tuesday    W—Wednesday    R—Thursday    F—Friday    S—Saturday    D—Sunday

### Intensive Day Program

In the IDP, students learn the communication skills needed to function, efficiently and effectively in professional and social settings. The four skills – listening, speaking, reading, and writing – are balanced through our language instruction in a friendly and positive English-speaking environment. New students write a placement test prior to registration, then build their confidence in using English through constant feedback and encouragement from our instructors. In our classes, audio-visual materials and interactive language software are used extensively in addition to textbooks.

Intensive Day Program				
	day(s)	duration	starts	cost
Intensive Day Program (ESL 100-ESL 135, Business English)				
January Session	M-F	morn or aftn	Jan. 10	\$1,750*
March Session	M-F	morn or aftn	Mar. 7	\$1,750*
May Session	M-F	morn or aftn	May 6	\$1,750*

LEGEND    M—Monday    T—Tuesday    W—Wednesday    R—Thursday    F—Friday    S—Saturday    D—Sunday

Note\*: Each Intensive Day session lasts 7 weeks. The cost includes tuition, mandatory health insurance, health services and student services fees. ESL 140 through 145 are English for Academic Purposes (EAP) courses. These courses are meant especially for students who wish to enter academic degree programs at an English-speaking university or college.



### English for Academic Purposes

ESL 140 and ESL 145 are a two-part series of English for Academic Purposes (EAP) courses that help advanced ESL students improve their academic listening, speaking, reading, and writing skills. Students who successfully complete these courses will be able to synthesize information from a variety of academic sources, analyze materials, and present their ideas in accordance with first-year university standards. ESL 140 and ESL 145 are one option that students may take to meet the English Language Proficiency requirement for undergraduate admission of the University of Alberta.

English for Academic Purposes (EAP)				
	day(s)	duration	starts	cost
(ESL 140-ESL 145)				
January Session	M-R	morn or aftn	Jan. 12	\$1,750*
March Session	M-R	morn or aftn	Mar. 10	\$1,750*
May Session	M-R	morn or aftn	May 12	\$1,750*

LEGEND    M—Monday    T—Tuesday    W—Wednesday    R—Thursday    F—Friday    S—Saturday    D—Sunday

iBT (TOEFL®)				
	day(s)	duration	starts	cost
07097wi1    iBT for University Admission	M-F	30 aftn	Jan. 17	\$1450
07097sp1    iBT for University Admission	M-F	30 aftn	Mar. 14	\$1450

LEGEND    M—Monday    T—Tuesday    W—Wednesday    R—Thursday    F—Friday    S—Saturday    D—Sunday

### Evening Courses

course #		day(s)	duration	starts	cost
07120wi1	English for Everyday Situations	M/W	13 eve	Jan. 12	\$300
07120wi2	English for Everyday Situations	M/W	13 eve	Mar. 14	\$300
07120sp1	English for Everyday Situations	M/W	13 eve	May 16	\$300
07121wi1	Conversations in English	M/W	13 eve	Jan. 12	\$300
07121wi2	Conversations in English	M/W	13 eve	Mar. 14	\$300
07121sp1	Conversations in English	M/W	13 eve	May 16	\$300
07122wi1	English for Academic Environments	M/W	13 eve	Jan. 12	\$300
07122wi2	English for Academic Environments	M/W	13 eve	Mar. 14	\$300
07122sp1	English for Academic Environments	M/W	13 eve	May 16	\$300
07123wi1	Presentations for Academics & Professionals	M/W	13 eve	Jan. 12	\$300
07123wi2	Presentations for Academics & Professionals	M/W	13 eve	Mar. 14	\$300
07123sp1	Presentations for Academics & Professionals	M/W	13 eve	May 16	\$300
07124wi1	Pronunciation: From Sounds to Phrases	T/R	13 eve	Jan. 13	\$300
07124wi2	Pronunciation: From Sounds to Phrases	T/R	13 eve	Mar. 15	\$300
07124sp1	Pronunciation: From Sounds to Phrases	T/R	13 eve	May 17	\$300
07125wi1	Pronunciation: From Phrases & Beyond	T/R	13 eve	Jan. 13	\$300
07125wi2	Pronunciation: From Phrases & Beyond	T/R	13 eve	Mar. 15	\$300
07125sp1	Pronunciation: From Phrases & Beyond	T/R	13 eve	May 17	\$300
07126wi1	Writing Basics	T/R	13 eve	Jan. 13	\$300
07126wi2	Writing Basics	T/R	13 eve	Mar. 15	\$300
07126sp1	Writing Basics	T/R	13 eve	May 17	\$300
07127wi1	Writing Beyond the Basics	T/R	13 eve	Jan. 13	\$300
07127wi2	Writing Beyond the Basics	T/R	13 eve	Mar. 15	\$300
07127sp1	Writing Beyond the Basics	T/R	13 eve	May 17	\$300
07075wi1	Writing for Academic Purposes	T/R	13 eve	Jan. 13	\$300
07075wi2	Writing for Academic Purposes	T/R	13 eve	Mar. 15	\$300
07075sp1	Writing for Academic Purposes	T/R	13 eve	May 17	\$300
07088wi1	Thesis Writing for International Students	T/R	13 eve	Jan. 13	\$300
07088wi2	Thesis Writing for International Students	T/R	13 eve	Mar. 15	\$300
07088sp1	Thesis Writing for International Students	T/R	13 eve	May 17	\$300

LEGEND    M—Monday    T—Tuesday    W—Wednesday    R—Thursday    F—Friday    S—Saturday    D—Sunday

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

**780.492.3036 or 780.492.5530**

website: [www.elp.alberta.ca](http://www.elp.alberta.ca)  
email: [elpinfo@ualberta.ca](mailto:elpinfo@ualberta.ca)



# Communications and Technology

*"In this electric age we see ourselves being translated more and more into the form of information, moving toward the technological extension of consciousness,"* wrote Marshall McLuhan in 1964, in an insightful comment that has taken on new meaning in the age of the Internet. We can ask the same questions about the art and symbols of the ice age that we do about the electronic networks of today's organizations. How does a medium of communication come into being? What influences do new communications technologies have on people's everyday lives? And how do individuals and groups act to change communications practices?

The Communications and Technology Graduate Program at the University of Alberta offers a theoretical, historical and practical examination of the technology-enabled, knowledge-intensive workplace. The Master of Arts in Communications and Technology (MACT) degree is designed for students who seek to provide reflective and informed leadership in the management and use of information and communications technologies (ICTs) in their organizations and fields. These fields include education and training, information technology, public affairs, mass media, marketing, new media production, program design and development, and writing and publishing.

Students from outside of the Alberta capital region, including international students, may register in the program without changing their place of residence. The MACT is a course-based graduate program that requires the completion of 7 core courses, 3 electives, and a final applied research project. Four of the core courses must be completed during the two Spring Institutes held at the University of Alberta each May, with the remaining 3 core courses to be completed online. The core courses are scheduled to permit completion of the degree within two academic years. Students may complete approved electives offered by the University of Alberta or at another recognized university.

Admission requirements are as follows: a four-year degree from a recognized university; a GPA of at least 3.0 (or equivalent); at least three years of relevant professional experience; three application-specific letters of support; and a letter of interest that specifies the applicant's academic or professional area of interest, states how admission to the program would support the applicant's professional practice, and provisionally describes the topic for the final applied research project. Up to 25 students are admitted each year to begin their studies in May.

The application deadline for admission to begin studies in May 2011 is December 15, 2010.

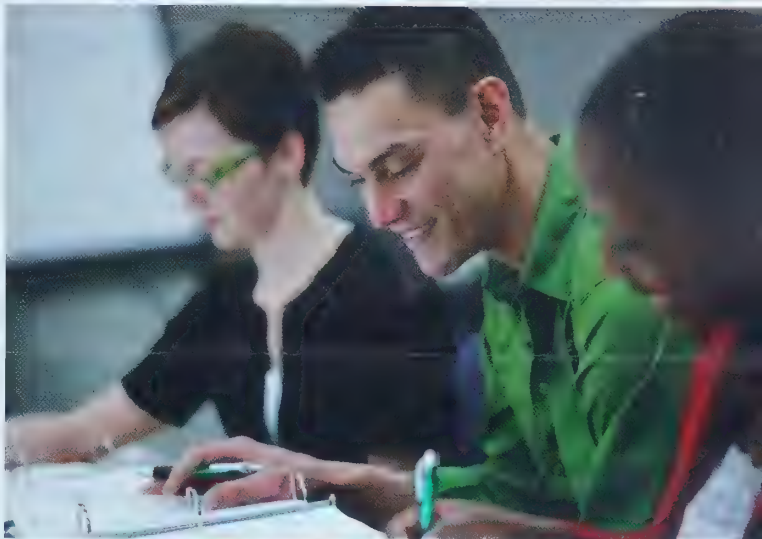
The Communications and Technology Graduate Program at the University of Alberta also welcomes inquiries about graduate studies at the doctoral and postdoctoral levels. In conjunction with other University of Alberta departments that house PhD programs, we offer opportunities for individual interdisciplinary PhDs. Postdoctoral appointments are for two years and are primarily supported by one of Canada's national research funding agencies. Interdisciplinary PhD and postdoctoral fellowships related to the following professional areas are particularly encouraged: Communication Policy, Intercultural Communication, Organizational Communication, and Health Communication.

To inquire about doctoral and postdoctoral opportunities in communications and technology at the University of Alberta, contact Dr. Marco Adria, Associate Professor and Director, Graduate Program in Communications and Technology, University of Alberta, [marco.adria@ualberta.ca](mailto:marco.adria@ualberta.ca), (780) 492-2254.

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2<sup>nd</sup> or Wednesday, November 3<sup>rd</sup> between 11:30 am and 1:30 pm.

**780.492.1538**

website: [www.mact.ca](http://www.mact.ca)  
email: [mact@ualberta.ca](mailto:mact@ualberta.ca)





# Government Studies

National Advanced Certificate in Local Authority Administration (NACLAA)  
Information Access and Protection of Privacy (IAPP)  
Applied Land Use Planning (ALUP)

Promoting good government through public policy and public administration continuing education.

## National Advanced Certificate in Local Authority Administration (NACLAA – Level I)

[Local Government Certificate Program (LGCP)]

## & National Advanced Certificate in Local Authority Administration (NACLAA – Level II)

The NACLAA Program integrates theory and practice to foster understanding of local government administration. Courses are delivered online and there is extensive use of discussion and debate. Upon completion of NACLAA – Level I, students can advance their studies further in NACLAA – Level II.

Each course has a secured access website including several forums for student interaction within the online eClass system. Throughout the term, you can discuss issues and network with your fellow students and the instructor(s) from across Canada. You will have the opportunity to share experiences and ideas with your classmates and build on them to enrich your own learning. For more information contact our program office.

### Winter Offerings

#### NACLAA – Level I

The following courses are offered online in January:

- Local Government Finance
- Information Access and Protection of Privacy (IAPP) Foundations
- Organizational Behavior and Leadership
- Property Taxation and Assessment
- Public Administration Professionalism
- Sustainable Communities

#### NACLAA – Level II

The following courses are offered online in January:

- Public Administration Professionalism (\*If not taken in level 1)
- Municipal Law II

### Spring Offerings

#### NACLAA – Level I

The following courses are offered in April and are condensed to 10 weeks:

- Financial Management
- Human Resource Management
- Information Access and Protection of Privacy (IAPP) Foundations

#### NACLAA – Level II

The following courses are offered in April and are condensed to 10 weeks:

- Policy Planning and Program Evaluation

**780.492.6914 or 780.492.2870**

Email: [lgpnacla@ualberta.ca](mailto:lgpnacla@ualberta.ca)

## Information Access and Protection of Privacy (IAPP) Certificate Program

The IAPP Certificate Program courses focus on fundamental theories related to the ideas, structures, and processes that define appropriate administration of access and privacy legislation at a municipal, provincial, and federal level in Canada. The program aims to develop and enhance managerial leadership capabilities in the access and privacy field, improve administration of the legislation, and promote enlightened democratic government. Courses are delivered online and there is extensive use of discussion and debate.

### Winter Offerings

The following courses are offered online in September:

- Information Access and Protection of Privacy (IAPP) Foundations
- Information Access in a Liberal Democracy
- Information Access Applications: Issues and Practices
- Privacy Applications: Issues and Practices

### Spring Offerings

The following courses begin in April and are condensed to 10 weeks:

- Information Access and Protection of Privacy (IAPP) Foundations
- Privacy in a Liberal Democracy
- Information Access in a Liberal Democracy
- Health Information Access and Privacy

**780.492.5052 or 780.492.2862**

Email: [iappuofa@ualberta.ca](mailto:iappuofa@ualberta.ca)

## Applied Land Use Planning (ALUP) Certificate Program

The ALUP Certificate Program seeks to demonstrate that collaboration, interdependence and teamwork are the essence of effective planning. Our students are involved in various professional roles within municipal government, from development officers, planning technicians and assistants to managers and administrators in smaller municipalities. As such our program is designed to match the complexity of a variety of municipal government planning needs; effective planning necessitates the cooperation of various agents at all levels of the community.

### Winter Offerings

The following courses begin in January:

- Contemporary Planning Issues — in person
- Environmental Impact Assessments - in person
- Introduction to Municipal Economic Development – in person
- Local Government Finance – online
- Municipal Planning II **NEW** – online
- Planning Law – in person
- Sustainable Communities – online

### Spring Offerings

The following courses begin in April and are condensed to 10 weeks:

- Environmental Review of Subdivision Applications – in person
- Land Use and Subdivision Design – in person
- Planning Administration – online
- Urban Environments – in person

**780.248.1533**

Email: [alup@ualberta.ca](mailto:alup@ualberta.ca)

To find out more, visit our Information Table in the Enterprise Square Atrium on Tuesday, November 2nd or Wednesday, November 3rd between 11:30 am and 1:30 pm.

Please check our website for the most update courses:  
<http://www.extension.ualberta.ca/govstudies>

toll free: **1.877.686.4625**

fax **780.492.0627**

website: <http://www.extension.ualberta.ca/govstudies>

general email: [govstudy@ualberta.ca](mailto:govstudy@ualberta.ca)





## Extension Showcase Meet you in the Atrium!

**Tuesday & Wednesday, November 2 & 3, 2010**  
**11:30 am – 1:30 pm**

To find out what part-time study at U of A Extension can do for you, drop by the Atrium at Enterprise Square on Tuesday, November 2 or Wednesday, November 3 for our lunch hour showcase.

Displays will highlight each of our programs and you can mix and mingle with our program staff and instructors to find out more about:

- Adult & Continuing Education (CACE)
- Business Programs
- Business Analysis Professional Citation
- Construction Administration
- Environmental Resource Management
- Fine Arts
- Government Studies
- MA Communications & Technology
- Occupational Health and Safety
- Residential Interiors
- Spanish Language

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## OFFICE HOURS

### Fall/Winter

(September 1 to April 30):

Monday to Thursday, 8:30 am-8:00 pm  
Friday, 8:30 am-4:30 pm  
Saturday, 8:30 am-noon

### Summer

(June 1 to August 31):

Monday to Friday, 8:00 am-6:00 pm

### The Registration Office will be closed:

Thanksgiving – Monday, October 11, 2010  
Remembrance Day – Thursday, November 11, 2010  
University Closed – Friday, November 12, 2010  
University Closed – Friday, December 24, 2010  
Winter Closure – Saturday, December 25, 2010  
to Tuesday, January 4th, 2011

For your convenience, you may register using your VISA, MasterCard, personal or company cheque, a money order or bank draft, debit card, cash or company invoice.

When payment is by a corporate pay type (credit card, invoice, or cheque), and the corporation is a GST Exempt Entity, a letter confirming the GST Exemption number must accompany the registration.

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and discovery

# COURSE REGISTRATION INFORMATION

## 5 Easy Ways to Register for a Course

Submit a completed Course Registration form indicating your course selection.  
You can register by phone using MasterCard or VISA during the office hours listed above.  
Call us at 780.492.3109 or 780.492.3116.

### Online:

Visit our website at [www.extension.ualberta.ca](http://www.extension.ualberta.ca)

### By Phone or Fax:

Phone: 780.492.3116  
Fax: 780.492.0627

### By Mail or in Person:

By Mail: Registration Office, Faculty of Extension,  
Enterprise Square, 10230 Jasper Avenue NW,  
Edmonton, Alberta, T5J 4P6

In Person: Drop your registration form and fee payment  
off at our Registration Office, located on the main floor  
at Enterprise Square, 10230 Jasper Avenue.

### Payment Options:

- Visa, Mastercard
- Cheque, Bank Draft or Money Order: made payable to the University of Alberta. (Please remit separate payment for each course)
- Interac: if registering in person
- Companies who wish to be invoiced must supply:
  - A Letter of Authorization on company letterhead or Purchase Order
  - Student's Name
  - Course name, number and section
  - Course cost (including GST if the course is taxable. Course cost cannot be split between invoice and another payment type)
  - Signed/approved by someone with signing authority (not the student's signature)
  - A GST reference number if the entity is tax exempt (i.e. Provincial Government)

## After you have Registered

### Confirmation Notice

Within 10 days you will receive confirmation of your course location, dates and times. If you haven't received confirmation within two weeks of registering, please call our information desk at 780.492.3116.

### Education Credit/Tuition Tax Receipt (form T2202A)

Education and tuition tax credit receipts (form T2202A) are generated for students registered in courses that provide credit towards a citation, certificate, diploma or degree. For further information on the Income Tax Act and the tuition and education tax credit interpretation sections, please refer to our website on the topic: [www.extension.ualberta.ca/taxcredit](http://www.extension.ualberta.ca/taxcredit)

### Withdrawals and Refunds

If you choose to withdraw from a course, let us know in writing before

- the third class of a regular course term
- the commencement of a short program, seminar or workshop
- the submission date of the first assignment of a correspondence course

An administrative fee will be withheld for all withdrawals.

In some cases, the withdrawal policy may differ from the above. Check the refund/withdrawal policy on your course confirmation notice or check with the appropriate program office if you have any questions regarding a course refund.

### Transfers


Should you wish to transfer from one Extension course or class section to another, a transfer fee may apply.

### Course Cancellations

When course enrollments are not sufficient, Extension may cancel the course. In such a case, we will contact you as soon as possible before the course start date and refund in full any fees paid.

[www.extension.ualberta.ca/register](http://www.extension.ualberta.ca/register)

[www.extension.ualberta.ca/register](http://www.extension.ualberta.ca/register)

 <b>UNIVERSITY OF ALBERTA</b> Faculty of Extension		<b>REGISTRATION FORM</b> TEL: 780.492.3109 • 780.492.3116 FAX: 780.492.0627		<b>WS 11 GUIDE</b> <table><tr><td>FOR OFFICE USE ONLY</td><td>PROGRAM</td><td>GENERAL INTEREST</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>		FOR OFFICE USE ONLY	PROGRAM	GENERAL INTEREST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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LAST (FAMILY) NAME		FIRST	MIDDLE	BUSINESS NAME							
TITLE/POSITION											
APT#	ADDRESS • PREFERRED MAILING ADDRESS?			<input type="checkbox"/> YES	<input type="checkbox"/> NO						
CITY	PROVINCE/STATE	POSTAL / ZIP CODE		CITY	PROVINCE/STATE						
TEL (HOME)	EMAIL	POSTAL / ZIP CODE		CITY	PROVINCE/STATE						
COURSE#	COURSE NAME	FEE	GST*	TOTAL							
CHECK METHOD OF PAYMENT:		FOR OFFICE USE ONLY AUTHORIZATION #									
<input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE		<input type="checkbox"/> ASSESSED BY:									
<input type="checkbox"/> DEBIT <input type="checkbox"/> INVOICE		PO									
<input type="checkbox"/> INDENT <input type="checkbox"/> MONEY ORDER		LOA									
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> HRDF											
* If employer is to be invoiced, please include a letter of authorization or an authorized purchase order.											
EXPIRY DATE: _____											
NAME ON CARD: _____											
<input type="checkbox"/> Provincial Government <input type="checkbox"/> Business <input type="checkbox"/> Personal											
<b>Privacy Statement</b>											
The personal information requested on this form is collected under the authority of section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of registering students, contacting former students and tracking enrolment statistics. Questions concerning the collection, use or disposal of this information should be directed to: FOIP Officer, Faculty of Extension, Enterprise Square, 10230 Jasper Avenue NW, Edmonton, AB T6G 2T4. Phone (780) 492-5047.											



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## *In this Issue...*

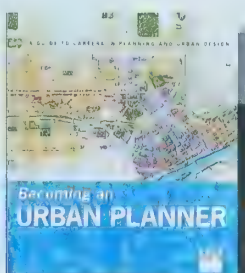
### FEATURES

A World of Opportunity.....	6
Career Mentoring: Learning Through Connections .....	12
Entrepreneurship: What it is and why it matters .....	20
Packing Your Work Search Tools Kit .....	24
Using RSS while Searching for Work.....	31
Crossword Puzzle .....	35
Crossword Puzzle Answers .....	36

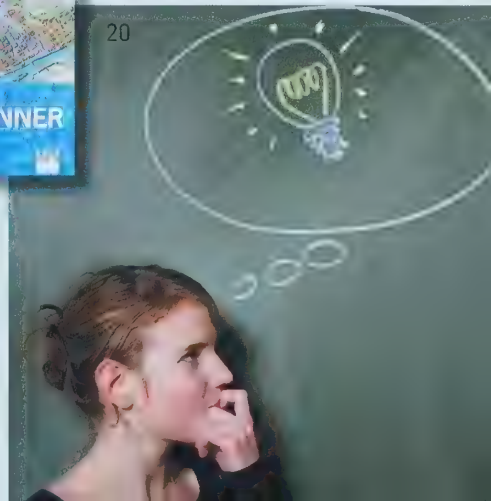
### DEPARTMENTS

Letter from the director .....	3
Initial Inquiry for Advanced Degree Holders .....	4
Graduate Profile: Samara Jones .....	10
Graduate Profiles: Eric and Ruby Chen, Marty Taylor.....	23
Employer Information Sessions.....	31
Ask an Employer: About Career Fairs .....	28
Book Review: Becoming an urban planner .....	32
CAPS Librarian Hi-5 .....	38
Employer Thank You.....	40

32



20







UNIVERSITY OF  
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CAPS: Your U of A Career Centre

# Arts Career Fair

Wednesday, October 13, 2010

11 a.m. to 3 p.m.

Dinwoodie Lounge, 2-000 SUB

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Registration Cost between  
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*Career Connections*, a free publication, is produced bi-annually through the efforts of CAPS: Your U of A Career Centre. CAPS is a University of Alberta student service and the source for career and employment information and expertise. We offer a number of career services and resources to assist University of Alberta students and alumni in making transitions to, and within, the world of work. We provide the essential link between those looking for work and those looking to hire. CAPS assists employers with their recruitment by helping them connect with students and alumni at the U of A.

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## Letter from the director

Welcome to the fall 2010 edition of *Career Connections*. The focus of last fall's edition was on finding work during a recession. At that time, how long the recession would last and the impact it would have on student and graduate employment, were unclear and not all that positive. The unemployment rate for youth (15 to 24 year olds) hit 20.9 percent in July 2009, the highest rate since Statistics Canada began collecting comparable data in 1977. Fortunately, students fared much better this past summer. For example, Statistics Canada reports that in May 2010, 54,000 more students between the ages of 20 and 24 found employment than in May 2009, an increase of 3.1 percent.



Despite the recession, 2009-2010 was a very busy year for CAPS. We introduced new programming aimed at helping students explore careers and make connections with professionals working in jobs and organizations they want to learn more about. One of the new programs we launched was Job Shadow Week, which was held during February's Reading Week. Forty students took part in one to four-day job shadows in a variety of areas – human resources, law, journalism and media, and recreation therapy to name a few – with organizations in the public, non-profit and for-profit sectors. The feedback from students and job shadow hosts was overwhelmingly positive, both recognizing

the tremendous value of these types of experiential learning activities for one's career development. One of the students was even hired by the organization where she did her job shadow! Our next Job Shadow Week is scheduled for February 22 to 25, 2011.

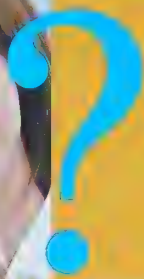
Another new offering we introduced last year was our Career Mentoring Program, an eight-month program (January to August) that matches students with volunteer mentors who help students develop the professional skills, knowledge, attitudes and connections they will need as they transition to the world of work. Twelve students were accepted into the program last fall and then mentors who could meet students' needs were recruited. All participants were brought together for a mentoring mixer in January. We held a second mixer in the spring and a third at the end of the program. In between, students connected with their mentors in-person, through phone conversations and online to discuss and assess their learning plans. One of the features of this edition of *Career Connections* is career mentoring. It provides valuable information on the why's and how-to's of career mentoring. More information on this year's program, including timelines, is available on our website.

The other feature article of this edition of *Career Connections* is on working abroad. Many students would like to study, work or even volunteer in another country, but believe that it is quite expensive to do so. However, there are many programs, including a number at the U of A, which can make it very affordable option.

I hope you enjoy reading this edition of *Career Connections*. As always, I welcome your comments and your ideas for future editions. Please email them to joan.schiebelbein@ualberta.ca.

A handwritten signature in cursive script, reading 'Joan Schiebelbein'.





# Initial Inquiry

## for Advanced Degree Holders



*A prospective employer called to schedule an interview and told me to prepare for a BDI. I really want to ace this interview, but what does BDI mean?*



BDI stands for Behaviour Description Interview, a style of interview questioning that is becoming increasingly popular with employers. Fortunately, this employer has given advance notice but even without a heads up, you should be prepared for this type of questioning if you want to increase your chances of success. Interviewees who are not prepared for BDI questions can quickly become bewildered during an interview and have difficulty regaining their composure.

Many employers consider BDI questions to be the best indicators of future behaviour or performance. The basic premise is that the more recent and longstanding the behaviour, the greater its predictive power.

The questions, rather than hypothetical, very directly ask for specific examples that demonstrate the interviewee's *modus operandi*. Some examples of BDI questions are:

- Tell me about a time when you were working as part of a team and one of the team members did

not follow through on his or her commitments. How did you handle this situation and what was the result?

- Describe how you achieved your greatest accomplishment.
- Tell me about a time you had difficulty prioritizing tasks and meeting deadlines.
- Give a recent example of when you made a difficult decision. How did you demonstrate sound judgement and what was the outcome?
- Describe a time when you motivated others.

To prepare for BDI questions, identify the core competencies that will be required in the position you are being interviewed for. For each competency, think of one or two actual situations that address the particular competency and reflect positively on your actions. Depending on the position, the competencies could be related to leadership, conflict resolution, initiative, stress management or strategic planning. Based on your knowledge of the employer

and the position, develop your competency examples using the STARS formula:

### **S = SPECIFIC SITUATION**

Describe the situation as clearly as possible. Concentrate on details such as the people involved, what your role was, and what the task or goal of the situation was. Provide enough information so the interviewer "sees the picture."

### **T = TRANSFERABLE SKILLS**

Describe the skills you used to deal with the situation. Especially identify the skills you will use at the job you are interviewing for.

### **A = ACTION**

Explain what you did to handle the situation and the sequence you did it in. Demonstrate how your skills were put into effect.

### **R = RESULT**

Explain what the positive results of your actions were.

### **S = SELF-ASSESSMENT**

Demonstrate to the employer

that you can assess your skills and learn from your past experience. Explain what you would do the same or differently if faced with a similar situation.

The point is not to memorize your competency examples word for word, but rather to create a mental outline that you can naturally draw from during the interview. If you have not experienced the circumstance posed by the BDI question, do not invent an answer. Interviewers can readily expose dishonesty while probing for further details. Respond truthfully and either describe a related experience or explain hypothetically how you would handle the situation. As Mark Twain said, "If you tell the truth you don't have to remember anything."

The BDI does not need to be a daunting experience. By following the above suggestions, you will be well prepared to ace the interview.

For further information on interview workshops or mock interviews visit CAPS.



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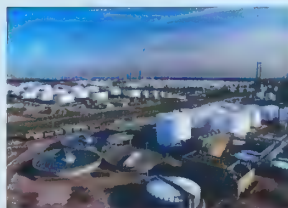


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People who pursue international work do so for various reasons. Some people work abroad as a way to finance travel. Others want to experience what it is like to live and work in a culture different from their own. No matter what your motivation is, there are many factors you should consider when deciding if you will pursue work abroad.



## Go it alone or get help

You can certainly plan your international adventure independently. Many have done so quite successfully. Alternatively, you can seek assistance from organizations that specialize in helping people who want to work abroad. In addition to assisting you to find employment, these organizations may help you plan, research and arrange your transportation and lodgings abroad. Some even provide continued support after you arrive at your destination. Even with these supports, there are still many things you will likely need to learn, such as how to buy food, use public transportation, set up personal systems (such as telephone and computer connections) and deal with local bureaucracy.

A quick search on the Internet will bring up many organizations eager to help make your goal to work abroad a reality. However, finding a legitimate one that will follow through on their commitments can sometimes be a task unto itself. The best way to choose an organization you can trust with this big adventure is to ask for referrals from those who have already used the services and are able to comment on the support they received. Here are some organizations we recommend to students.

### Education Abroad Program (EAP)

The University of Alberta's EAP embraces the term "education" wholeheartedly to include credit courses, study terms and paid and non-paid internships. Internships through the EAP exist in many countries including France, Germany, Japan,

Kenya, Norway, Singapore, Nairobi and Tanzania. The types of work and volunteer opportunities offered through these internships are varied – from working in a museum or a consulate to working as an engineer or pharmacist. The EAP office is located in HUB mall and welcomes walk-in inquiries. Also see [www.international.ualberta.ca](http://www.international.ualberta.ca).

The best way to choose an organization you can trust with this big adventure is to ask for referrals from those who have already used the services and are able to comment on the support they received.

### AIESEC

AIESEC is a student-run and led organization. Members of AIESEC must be active in their local chapter in order to be accepted into an AIESEC sponsored international internship. This allows students to develop their international IQ (keep reading for more information on this) and build their network of contacts before they leave Canada. The AIESEC Global Internship Program offers jobs in general business functions, IT, teaching, and community and social development. For more information: [www.aiesec.ca/edmonton](http://www.aiesec.ca/edmonton).

### The International Association for the Exchange of Students for Technical Experience (IAESTE)

If you're looking for science or engineering-related work, IAESTE – based out of Queen's University in Ontario – offers support for students by helping them find internships in over 80 countries. To participate, you must be between 18 and 30 years of age and enrolled full-time in a Bachelor's or Master's degree program at the time of application. For more information see [www.iaeste.org](http://www.iaeste.org).

### World Wide Opportunities on Organic Farms (WWOOF)

For a more rugged international work experience WWOOF Canada offers people of all ages the opportunity to travel the world while working on organic farms. Don't get fooled by the term farming – there is a lot of business to be done, such as bookkeeping and marketing. This immersed experience allows you to live and work with a family abroad and be exposed to local life, culture and, of course, food. For more information see [www.wwooof.ca](http://www.wwooof.ca).

## Plan ahead

The amount of time you will need to plan for going abroad will depend on a number of factors, such as your destination, intended length of stay and if you are going abroad on a program or have pre-arranged your work experience. Regardless, you will need time to research and understand details such as visa requirements and government bureaucracy, political and cultural conflicts that may interfere with your experience, preparing



effective work search documents for finding work abroad and reviewing employment offers and contracts.

### Obtaining a visa

Information on visa requirements for working in a particular country is frequently available on the country's official government website. You can also contact the country's consulate in Canada if they have one. Often, to obtain a visa you must mail your passport to the consulate. It can take a minimum of two weeks for the consulate to return your passport to you.

For most countries to grant you a visa, your passport needs to be valid for 90 days beyond the last day of your proposed stay. Costs for a visa vary and additional costs may include service fees for a certified cheque or money order, self-addressed postage with a tracking number for the safe return of your passport and the cost of additional passport pictures to send with your visa application. There are independent for-profit visa services that can rush your visa request and take care of the work involved but prices for this service can range from three to four times the cost of the visa itself.

### Strengthening your international IQ

Your preparations for going abroad should also include strengthening your international IQ. Cultural and political understanding of the region you want to work and live in not only makes you a well rounded applicant but can also heighten your awareness of potential barriers and challenges that could interfere with your work experience.

How do you build your international IQ? Start thinking internationally and surround yourself with things foreign to you (Yeatman & Berdan, 2007). For example, watch an international news channel in addition to your local station; read international newspapers and magazines; learn a foreign language; and connect with local international groups and organizations that can help expose you to other cultures.

For political and economic details of various countries, visit the Government of Canada's Department of Foreign Affairs and International Trade Canada (DFAIT) at [www.international.gc.ca](http://www.international.gc.ca).

### Making connections to find work

Well-written and targeted work search tools (e.g. resumes) are very important for finding work abroad. (For more information see Packing your Work Search Tools Kit on page 24.) However, simply sending your resume or CV to employers will not necessarily get you a good international job (Krannich & Enelow, 2002). The best way to land an international job is by networking and building relationships while you are still in Canada. Networking with people locally in order to connect with people across the world may seem fruitless, but the contacts you make locally can have a profound impact on your international work search as they can offer support and help develop your international connections. In early 2008 a CAPS client who was seeking international work opportunities in Hong Kong, took CAPS' advice on networking very seriously. She attended every School of Business event at the University of Alberta and became a recognizable face among U of A dignitaries. Months later when she arrived in Hong Kong jobless, she ran into people she had met at those events at the University of Alberta Hong Kong Alumni Centenary Celebration. They introduced her to influential people in the Hong Kong business community and one of the contacts she made eventually resulted in a job offer.

### Employment contracts

Once you receive a job offer, review the employment contract carefully. There are some considerations that are important to note and understand thoroughly before signing. Employment contracts can be very vague or very detailed, depending on the employer, and may cover such details as how you will be paid, whether or not additional expenses such as room and board are covered, what taxes will be charged, which holidays are included in the contract, what the expected hours of work will be, who can terminate or suspend the work and under what conditions, and what the duties and expectations are of you on the job. As excited as you might be to start a new adventure, it is important to ask questions and understand what commitments are being made between

parties. If some of the conditions are not met either on your part or on the part of the employer, it is also important to understand your next course of action and cultural differences related to dealing with conflicts. Ideally, you should be addressing your supervisor directly regarding any issues rather than struggling through just to avoid the conflict at hand.

Regardless of the opportunities and challenges you face, an international work experience will most certainly help you grow. You may become more independent, broaden your world view, develop a proficiency in a second language, develop your analytical skills and become more culturally aware. All of these skills are valued by employers in every country, including Canada.

*See Graduate Profile: Samara Jones on page 10 for more information on working abroad.*



CAPS would like to acknowledge the assistance received from University of Alberta International in supplying information for this article.

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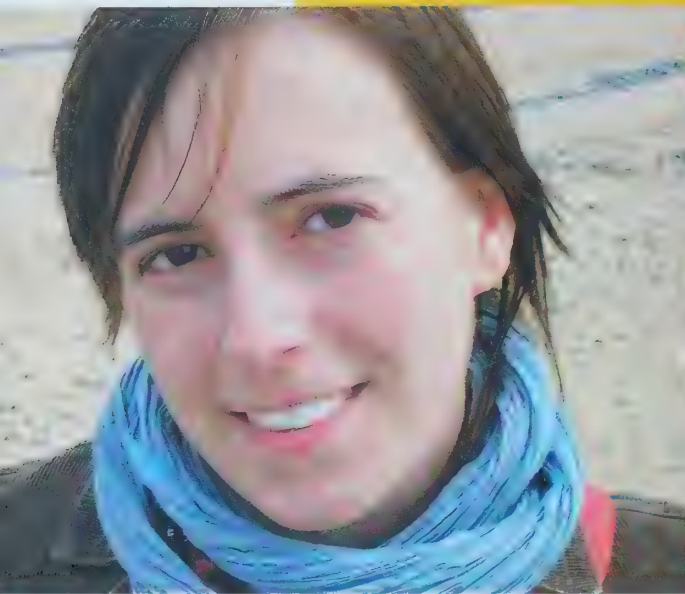
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# Samara Jones



## U of A International

Bachelor of Arts,  
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*University of Alberta,*  
1999

Master of Arts,  
European Studies –

*University of Belgium, 2001*



Don't let a negative international work or school experience cloud your judgement and stop you from pursuing similar types of experiences.

That was one of the first lessons Samara Jones, International Internships and Research Coordinator with University of Alberta International (UAI), learned after she worked in France one summer as an au pair. The experience was not a good one and while it left her with a bad taste, she didn't want the only international work experience she had to be a negative one.

"You don't have to be brave to do an international exchange. You just have to be willing to take a chance and try something different. Even if you don't get what you expected out of it, you will always learn something new and take

something away from the experience," Samara comments.

With that thought in mind, Samara decided to give going abroad another chance while she was studying towards an Arts degree at the U of A and working at UAI on a part time basis. At UAI, she learned about the different international opportunities available to U of A students. In her third year of university, Samara went on a one year school exchange through UAI to Royal Holloway, University of London. "Going to school and working overseas exposed me to lots of other international students, which was really exciting because that in turn exposed me to experiences and perspectives I would have otherwise not experienced."

After finishing school in London, she returned to complete the last year of her Arts degree at the U of A. Once she graduated, she had questions about what she wanted to do with her degree and desired to go back overseas. One of the career options Samara was considering at the time was teaching, which would

require her to go back to school to get an Education degree. She found out about a program through the Department of Modern Languages that brought U of A students to France to teach English as a second language to high school students and jumped at the opportunity to go back overseas.

While Samara learned that teaching wasn't the career for her, she did learn a lot about Europe, met up with old friends from her past international experiences, made new friends and travelled around Europe when she had time off from work. One of the things Samara realized while she was in France was she didn't know much about Europe and how much of a social, political and economic force the European Union (EU) is. She decided that since she was already overseas, she should take complete advantage of her situation by enrolling in a Master's program in Belgium. Through night courses, she learned all about politics, history, law, anthropology and fine arts in the EU. For the thesis component



of her program, Samara looked into the differences between immigration programs in Canada and Belgium as well as the role NGO's play in these programs. She learned that in Canada, NGO's and the government collaborate quite closely on immigration policies and programming, while in Belgium NGO's set the trend on immigration policies and programming.

With the skills she gained in her Master's program,

Samara got a job at the European Network for Housing and Homeless Organization through a connection she made while going to school. Samara stresses the importance of making connections to find work: "Everything around careers feels like it's all about luck. You need to be open to different options and make connections in the industry you want to work in; for example, my first job in Belgium came through a connection I made in school when my boss did a presentation for our class. Once I graduated and went for an interview, I was able to make the connection back to his presentation."

She stayed with the organization for three years doing communications and policy work. Samara advises, "If you can get international experience as a student, it's much easier to keep those experiences going after graduation rather than looking for an international job after graduation with no international experience or connections."

Some of the challenges when working abroad are adapting to a new culture, learning that people do things in different ways and that there may be different expectations. For example, Samara learned: "In France and Belgium everything is closed on Sunday. At first I found that frustrating, but you learn to adapt. In Belgium I went to the farmers market every Sunday morning, which isn't necessarily an experience you can get on Sunday mornings in Edmonton."

When living abroad, it is important to surround yourself with good people. Samara made friends with other international students, workers and locals. Having a mix of people to be friends with was important for her to find balance. At times when she was frustrated and having trouble living in a different culture, turning to other international students and workers was helpful. On the other hand, being

friends with locals was a wonderful way to really get immersed in the culture - lots of her friends would take her home for family dinners. "Most people are friendly and enthusiastic about where they live without being outrageously nationalistic."

Back in Canada for a few years now, Samara's return to UAI brought her career full circle. "I was lucky enough to have opportunities to go away when I did and I know how important it is now

that I am back to share my experiences and connect firsthand with students who are interested in going overseas. Lots of the questions they have are questions that I had."

So what kind of advice does Samara have for students who come in to visit her? "If you want an international experience there is nothing easier than doing a term or a year abroad. I haven't had one student tell me that they were ready to come home afterwards... everyone wants to stay longer!" she says.

"I can connect the experience I had and the work I had done to show that I really could work well with students at the U of A and have a much more concrete and specific impact on their lives. I want the students who come to UAI to have an experience that meets their needs and I get a tremendous amount of satisfaction seeing a student go off and do something amazing. Every week you see a student go off on an experience that is going to change their lives." (See A World of Opportunities on page 6 to read more about working abroad.)

If you want an international experience there is nothing easier than doing a term or a year abroad. I haven't had one student tell me that they were ready to come home afterwards... everyone wants to stay longer!

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# Career Mentoring

Learning Through  
Connections



"I personally have pursued mentors because I believe it's the fastest way to learn about something. Besides, it allows you to learn from other people's mistakes and add their experiences to yours," comments Mohamed El-Daly, a U of A student currently completing his PhD in Civil Engineering.

**M**ohamed is serious about connecting with and learning from experienced individuals; in fact, he has two mentors, each providing support and advice in different realms. Describing his first mentor, his former high school chemistry teacher, Mohamed says: "He supports me in generic life and personal plans. We usually meet on a monthly basis for a chat over lunch or dinner and I communicate any concerns I have or ideas I'm planning to pursue. He adds his input and usually challenges my ideas and plays the devil's advocate role." Offering help with academic and professional development plans, Mohamed's second mentor is a professor from his undergraduate engineering program in Egypt: "When I was considering graduate studies, he was the key person with whom I discussed different options and generated ideas. He graduated from University of Southern California (USC) so he was able to relate to what I'll be going through and provide insights on living and studying abroad."

Mohamed's experience illustrates several points about mentoring. Perhaps most importantly, there is a wide range of types, methods and understandings of mentoring. Mentoring has a long history, from apprentice-master relationships in the Middle Ages to contemporary programs that connect troubled teens with life skill mentors in the community. Individuals can have multiple mentors with different skill sets – for most people, one mentor cannot meet their needs in all areas of their lives. To put it simply, mentoring is "a one-to-one process of helping individuals to learn and develop" (Tabbron, Macaulay & Cook, 1997, pp.6). At CAPS, we encourage mentoring that supports students and alumni in managing their careers. A career mentor is a trusted advisor or guide who supports you in setting and working towards specific professional development goals.

### Setting the context

Connecting with one or several mentors can be very helpful in managing your career. In the contemporary North American world of work, individuals are facing a socio-political context radically different from that of even thirty years ago. Due to globalization, social shifts and technological advances, "adults will need higher levels of career management as they experience greater amounts of workplace change" (Feller and Wichard, 2005, pp.77).

In making the decision to attend university, you find yourself entering a world of critical inquiry and personal growth. Integral to this decision are also notions regarding future employment goals and career paths. Unfortunately, false beliefs and unrealistic expectations about careers can lead to dissatisfying and unsuccessful career decisions (Dubois as cited in Laker, 2002).

Another key consideration in your career is the role of happenstance. Talk to your friends and family and you'll soon see a trend of people working in jobs and fields totally different from what they had planned when they were 18 years old. Unexpected events and connections play a huge role in most careers, such as being offered a paid job with an organization you are volunteering for. A 'planned happenstance' approach to your career means you intentionally try new things and meet new people in order to generate your own so-called lucky or coincidental events. When these lucky or coincidental events (i.e. happenstances) present themselves, you view them as opportunities and actively dive in, even if you don't know what the exact outcomes will be. (See the article 'From Career Planning to Career Engagement' in the winter 2010 issue of *Career Connections*, available on CAPS website, pages 6 to 9, for further discussion of career management and happenstance.)

### "Find and nourish a mentor"

Engaging with a mentor can make all the difference when you are sifting through these complex career considerations. In fact, an annual survey of hiring managers asked the question: "What suggestions would you provide for job hunters to better prepare for the increasingly competitive and challenging job market?" Over the three years of the survey, "network, and find and nourish a mentor" consistently came back as one of the top 10 responses (Mangum, 1996, n.p.) A mentor can offer you encouragement and professional advice and act as an informal coach, role model and broker. One of the primary tasks of a career mentor is to help you develop skills, knowledge, attitudes and connections that will help you as



## What can a career mentor offer?

- Information, advice and guidance from someone with professional experience
- Nonjudgemental feedback and practise developing transferable skills
- Access to new contacts and community connections
- Realistic, first-hand information about career paths, jobs, industries and work settings
- Insight and clarity about your academic goals and future plans
- Self-confidence and composure
- Exposure to unexpected or 'happencence' opportunities

you navigate the world of work. In 2009, CAPS introduced a formal career mentoring program that matches U of A students with volunteer career mentors from the community for an eight month period. Some of the student mentees involved in the CAPS Career Mentoring Program shared why they wanted a mentor:

**"I want to get more industry knowledge, make some connections and get a perspective of the different options I might have in the field."**

*-Undergraduate student, ALES (Environmental Economics and Policy)*

**"The first goal I have in my mind is to find what exactly I like about my field of interest, which is chemical engineering. So I want to understand what a chemical engineer does in industry, what are the duties that a chemical engineer has, what sort of roles they play, and find out what I like the best."**

*-Master student, Chemical Engineering (Process Engineering)*

Okay, you're convinced! Having a mentor would be really helpful for managing your career. But remember that the ultimate goal of mentoring is your learning. This requires you to be self-reflective and to actively engage in the process. A traditional view of mentoring is that of an authoritative teacher transferring wisdom to a passive

learner. More recently, there has been a shift in mentorship thinking to see the mentor as less of an authority and more of a facilitator. The emphasis is on collaborative learning. A mentor and mentee share responsibility when deciding on learning goals, priorities and resources.

## Getting started

You can find mentors in many different ways – from formal structured programs to informal one-on-one arrangements. No matter how you connect with a mentor, effective preparation is key. Before you approach anyone to be a mentor, either as part of a formal program or on your own, you must start by considering what you want from the relationship.

Reflect on the experiences and strengths you already have, personally and professionally. This will help you consider the competencies (i.e. skills, knowledge, attitudes and connections) you want to develop, as well as what kind of mentor and experiences will best help you:

- Write down important challenges, disappointments, transforming experiences and successes along your educational and career path so far.
- In what ways are you different today than five years ago?
- What assumptions do you have about your impact, role, value and self-confidence?

Now imagine yourself in the future:

- What job are you doing? How are you contributing?
- What are people saying about you and your performance? What impact do you have on others?
- In what ways have you developed or raised your skill levels?

The right mentor can help you develop and move towards your preferred future. Your goals may revolve around developing:

- Skills; for example, networking; writing reports; public speaking; balancing work and personal life; personal organization.
- Knowledge; for example, lessons your mentor learned during her or his career; how to advance in a given field; career opportunities with a particular educational background;

unwritten professional/workplace rules and politics; etiquette for business/work events; industry-specific research and resources.

- Attitudes; for example, assertiveness; confidence in presenting ideas; flexibility; empathy and patience; optimism.
- Connections; for example, meeting contacts or experts in a particular field or sector; introductions to others with different skills and experiences; workplace visits/ job shadowing; attendance at professional meetings and activities.

## Take advantage of existing programs

If you are so lucky as to have access to a formal mentoring program, be sure to take advantage of it! Some professions, such as teaching, nursing, social work, pharmacy and psychology, offer formal, facilitated mentoring by matching students or new graduates with more experienced individuals in the same field. APEGGA, the regulatory body for engineers, geologists and geophysicists in Alberta, offers a for-fee mentoring program that matches new members-in-training with more experienced professionals. These types of programs help mentees professionalize and adopt standard norms and values in their field.

Alternatively, mentoring programs may be available for members of specific demographic groups. Women, visible minorities, sexual minorities and people with disabilities may be able to access professional mentoring programs that can help them navigate unique career obstacles and challenges. For example, the Women's Initiative for Leadership Learning (WILL) Program offered by Alberta Venture connects women in the final year of a post-secondary program with a female business or engineering mentor. MentorMatch is an online service that connects people with mentors who are blind or partially sighted and employed in their career field of interest. The availability of professional mentoring programs varies greatly; do an online search to see if a related professional mentoring program exists for your area of interest.



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Organizations may offer internal mentoring programs that match new hires with more experienced staff members. Since formal mentoring programs tend to require quite a bit of administration and resources, they are more common in larger organizations; examples include the Royal Bank, Rogers Communications and the City of Edmonton. If you are researching organizations or preparing for a job interview, consider checking the organization's website for mention of mentoring opportunities and take advantage of them whenever possible. Beyond specific organizations, you can also seek out sector-based mentoring programs, such as the Nonprofit Mentoring Program for people working in non-profit organizations or the Canadian Youth Business Foundation's mentoring program for youth (18 to 34) who want to start a business.

### Create your own mentor(s)

If you can't find or aren't interested in a formal mentoring programs, you can always connect with a mentor on your own. This can be intimidating, but remember the benefits! Zachary (2009, p. 40) provides a criteria-based decision-making model to use when selecting a mentor.

**STEP 1:** Identify your goals. Consider why you want a mentor. What do you hope to achieve?

**STEP 2:** Create a list of criteria. Identify the qualities you want in a mentor; for example, knowledgeable about a specific field or specific employer. What kind of person have you worked with and responded to well in the past?

**STEP 3:** Determine qualities that are 'must-haves.' Keep these to a minimum.

**STEP 4:** Rank the remaining criteria that you want (but don't need) in order of importance.

**STEP 5:** Brainstorm a list of possible mentors. List everyone you can think of – previous supervisors, family, friends, professors, teachers, staff from organizations you volunteer with, members of professional associations. Search out potential names through people you know. Ask people: "Do you know someone who is like this? Do you know someone who does this?"

Do you know someone who would know someone like this?"

**STEP 6:** Eliminate possible mentors that don't meet your 'must-have' criteria.

**STEP 7:** Rate the remaining possible mentors against your 'wanted' criteria.

**STEP 8:** Make the decision. Who best meets the criteria you set?

When you initially approach someone to be your mentor, you are asking them for a large commitment of time and energy. Keep in mind that mentors also benefit from and enjoy working with mentees. When first meeting with a potential mentor, explain your situation and goals in having a mentor, and why you have specifically approached them. The mentor needs to be able to assess if they have the expertise and time to help you. Remember: the worst that someone can say is 'no.'

### Gaining the most from your mentor

#### 1. LAY THE FOUNDATION

Zachary (2009) suggests the following initial strategies when you first start working with your mentor:

- Take time getting to know each other.
- Talk about mentoring. Share previous mentoring experiences you've both had.
- Share your learning goals.
- Determine relationship needs and expectations. How will you communicate (phone, email, coffee meetings) and how often?
- Share your assumptions, needs, expectations and limitations. Clarify

#### Generally, a good career mentor:

- enjoys helping others
- has knowledge they want to share
- is open-minded and nonjudgemental
- is empathetic and encouraging
- has good communication and listening skills
- can stimulate others' thinking and reflection
- sees being a career mentor as a way to personally grow

## Learning Journals

You may find keeping a learning journal useful; write entries before and after your mentoring meetings. Include your feelings and your thoughts. You may want to start with sentences such as:

- The most important work we did today...
- How I will apply what I've learned...
- What questions or challenges remain for me...

areas your mentor feels comfortable helping you with. Talk about confidentiality.

#### 2. CLARIFY LEARNING GOALS

Writing down learning goals will focus and add accountability to your relationship and provide you with a point of reference. Take your broad initial ideas and make them SMART (specific, measurable, action-oriented, realistic and timely).

- A broad initial goal to "Have good work-life balance" can be specified as "Manage my time better so I can volunteer at least three times per week."
- When setting SMART goals, ask yourself: What would this goal mean if it were achieved?

#### 3. SEARCH FOR AND MAKE THE MOST OF LEARNING OPPORTUNITIES

To develop your skills, knowledge, attitudes and connections, you will need to try different learning opportunities and activities planned with your mentor. These may include job shadowing, planning an event together, reading and research, discussing articles, attending professional events together, sitting in on meetings, or attending CAPS career fairs or forums.

#### 4. HELP YOUR MENTOR PROVIDE YOU WITH THE RIGHT KIND OF CHALLENGE AND SUPPORT

It is important that your mentor help you stretch, try new things, take risks and consider alternate perspectives. Asking clearly for what you need can be awkward at first, but will help the process:

- "What I am really looking for is some advice about..."



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## An example of how your mentor can provide support

You and your mentor are going to attend a meeting together. Your mentor prepares you by describing the purpose of the meeting, who will be there, everyone's role, and things to look/listen for during the meeting. You follow the meeting with a discussion about what was learned and how the experience connects to your learning goals.

- "What will happen if..."
- "What I really need is a new way of thinking about..."

### 5. WORK WITH YOUR MENTOR TO MONITOR YOUR PROGRESS ON YOUR LEARNING GOALS

During meetings, return to your learning goals and revise them as appropriate; use them as a focal point for discussions. You will also need to focus on the quality of the mentoring relationship itself in order to keep your interactions valuable and productive. "One of the principal reasons mentoring relationships fail is that the learning process is not tended to and the focus on learning goals is not maintained" (Zachary, 2000, p.1).

### 6. END THE RELATIONSHIP GRACEFULLY

It is important to anticipate and plan for the end of a mentoring relationship, even in a formal mentoring program with a set end date. It may be time to end a mentoring relationship once you have achieved your initial learning goals, your goals and mentoring needs have substantially changed, or the relationship has become unproductive and unsatisfying. The conclusion of the mentoring relationship involves evaluating, acknowledging and celebrating the achievements you've had.

### Take control of your career

Pursuing a career mentor with commitment and enthusiasm can be immensely satisfying for both you and your mentor(s). Mohamed, our actively engaged student mentioned earlier on, leaves you with this advice: "Be proactive and take initiative. Although a mentor might care for you, a good mentor reacts to what you say or do. They will never act first. So take the lead and drive the relationship forward."

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WILL: <http://albertaventure.com/2009/07/women-in-leadership-learning-will-program/>

MentorMatch: <http://www.careerconnect.org/cnib/home.asp>

Royal Bank: <http://www.rbc.com/responsibility/workplace/diversity.html>

Rogers Communications: <http://your.rogers.com/aboutrogers/CSR/workplacepractices/trainededucation.asp>

City of Edmonton: [http://www.edmonton.ca/city\\_government/jobs/employee-development.aspx](http://www.edmonton.ca/city_government/jobs/employee-development.aspx)

Nonprofit Mentoring Program: [http://www.cfnp.org/mentoring\\_learn.aspx](http://www.cfnp.org/mentoring_learn.aspx)

Canadian Youth Business Foundation: <http://www.cybf.ca/entrepreneurs/index.php>

Applications for the Career Mentoring Program are due in October 2010 and Job Shadow Week in January 2011. Watch for information sessions about both events prior to application dates. Check the CAPS website for updates.

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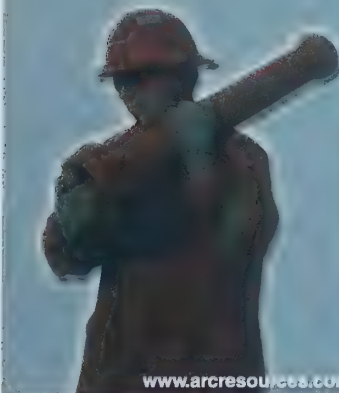




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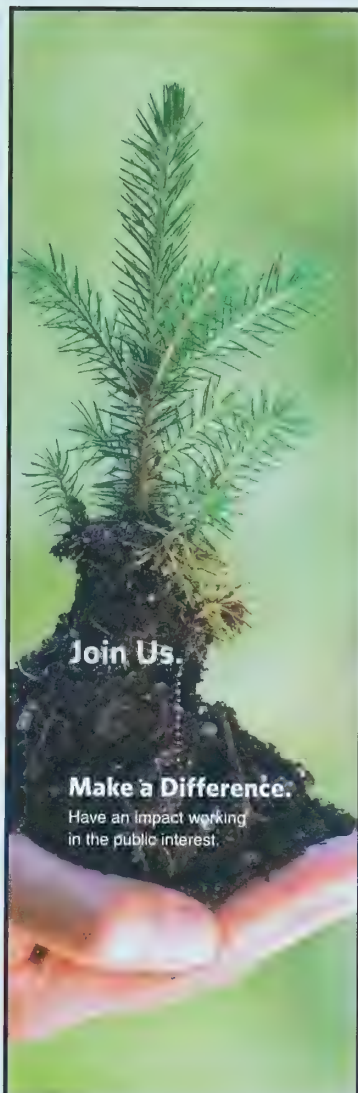
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# Entrepreneurship

## what it is and why it matters

Entrepreneur is the term often used to describe someone who is self-employed. Some entrepreneurs work on their own (i.e., sole proprietors), some work in partnerships and some employ other workers.

The Canadian Chamber of Commerce reports that the ranks of the self-employed increased by 3.1 percent in 2009. By the end of 2009, 16 percent of employed Canadians were self-employed (*Downturn, Recovery, and the Future Evolution of the Labour Market*, February 2010).

The reasons people pursue self-employment are varied. Certainly, economic downturn can be an impetus for seeking new and creative opportunities to deal with job loss. However, since 2001 entrepreneurial activity in Canada has been quite steady and robust with an overall gain in business start-ups. Industry Canada cites the following three main reasons for this trend:

- The implicit understanding between employers and employees has changed. In the past, people expected to be retained as employees as long as they did their jobs. Economic downturns of the past few decades have been accompanied by downsizing. Some people want to regain control over their livelihood by running their own business.
- People — especially younger people

— increasingly prefer an independent lifestyle. They want to do work they like and have autonomy over their hours and working conditions.

- Entrepreneurs have become influential and enjoy a certain prestige. Canadian entrepreneurs are celebrated in their communities and in the media. In an age where many people are cynical about public figures, entrepreneurs are becoming new role models.

During the period 2001-2006, the birth rate of start-ups with paid employees was consistently higher than the death rate. Data collected for this period also indicates that start-ups have high survival rates. More than half of Canada's new businesses survive at least five years suggesting they are productive and innovative enough to withstand changing market conditions (*The State of Entrepreneurship in Canada*, February 2010, [www.ic.gc.ca/sbsearch](http://www.ic.gc.ca/sbsearch)).

With relatively few large multinational corporations existing in Canada, small and medium-sized enterprises (SMEs) are the main drivers of economic growth and job creation.

According to Industry Canada, 98 percent of businesses in Canada are considered small and employ approximately five million individuals or 48 percent of the total labour force in the private sector. Industry Canada defines firms with fewer than 100 employees as small, 100 to 499 employees as medium-sized, and 500 or more employees as large (*Key Small Business Statistics*, July 2009, [www.ic.gc.ca/sbstatistics](http://www.ic.gc.ca/sbstatistics)).

### Self-serving or Self-transcending?

Entrepreneurship has the potential to benefit both the individual entrepreneur and society at large. In addition to driving productivity, job creation and economic growth, entrepreneurial activity can enhance quality of life and effectively address social and environmental issues. The School of Business at the University of Alberta houses the Canadian Centre for Social Entrepreneurship (CCSE) with a focus on social innovation through entrepreneurial activity. According to CCSE's late Executive Director, Dr. Gary McPherson, "Social Entrepreneurship strives to combine the heart of business with the heart of the community through the creativity of the individual." (<http://apps.business.ualberta.ca/ccse/>).

Although a distinction between social and business entrepreneurship is often made using profit — or the pursuit of profit — as one of the main differentials, this need not be the case. Dame Anita Roddick, founder of The Body Shop, very successfully combined business with environmentalism by pioneering a line of cruelty-free beauty products from natural ingredients.

Entrepreneurship, whether it is labelled social or business, transcends disciplines and restrictive definitions. *The Kauffman Report on Entrepreneurship in American Higher Education* states "entrepreneurship is more than a business practice. As a distinct mode of thought and action, it derives from business but can operate in any realm of human endeavor... It requires knowledge, imagination, perception, practicality, persistence, and attention to others. Entrepreneurship is a self-actualizing and a self-transcending



activity that—through responsiveness to the market—integrates the self, the entrepreneur, with society. Unavoidably, therefore, entrepreneurship is an exercise in social responsibility.” (www.kauffman.org).

## Invention or Innovation?

Becoming an entrepreneur does not mean having to generate totally original ideas to succeed or contribute to society in meaningful ways. Opportunities can emerge from established concepts and changing demographic, social, environmental, economic, regulatory and technological conditions (*The State of Entrepreneurship in Canada*, February 2010, www.ic.gc.ca/sbresearch).

Although entrepreneurship is often equated with invention, many successful businesses have been built on existing ideas. Henry Ford said he invented nothing new, but simply assembled into a car the discoveries of others behind whom were centuries of work. Apple's first generation iPod was unveiled in 2001, 22 years after British inventor Kane Kramer designed one of the first digital audio players. If not inventors, Ford and Apple surely are innovators.

Since innovation – the cornerstone of entrepreneurship – can involve and thus often be mistaken for invention, the distinction between the two is important to note. Professor Jan Fagerberg of the Centre for Technology, Innovation and Culture at the University of Oslo discusses the difference in his 2003 paper *Innovation: A Guide to the Literature*: “Invention is the first occurrence of an idea for a new product or process. Innovation is the first commercialization of the idea. Sometimes invention and innovation are closely linked, to the extent that it is hard to distinguish one from another (biotechnology for instance). In many cases, however, there is a considerable time lag between the two...while inventions may be carried out anywhere such as, for instance, in universities, innovations occur mostly in firms in the commercial sphere. To be able to turn an invention into an innovation a firm normally needs to combine several different types of knowledge, capabilities, skills and resources. For instance the firm may

require production knowledge, skills and facilities, market knowledge, a well-functioning distribution system, sufficient financial resources and so on. It follows that the role of the innovator, e.g., the person or organizational unit responsible for combining the factors necessary (what the innovation-theorist Joseph Schumpeter called the “entrepreneur”), may be quite different from that of the inventor.” Fagerberg describes Joseph Schumpeter as one of the most original social scientists of the 20th century who defined innovation as “new combinations” of existing resources and labelled this combinatory activity “the entrepreneurial function.”

## Nature or Nurture?

“It's in the DNA,” says Ann Winblad, co-founder of Hummer Winblad Venture Partners in San Francisco. Winblad, who has built her career and risked millions on her ability to predict who will succeed as an entrepreneur, believes “An entrepreneur is a kind of genius who is born, not made.” (*FORTUNE Small Business: Can entrepreneurship be taught?*, Patricia B. Gray, March 10, 2006).

On the other hand, proponents of entrepreneurship education contend that entrepreneurial behaviour and skill sets can be acquired and applied broadly. Industry Canada's *Small Business Quarterly* reports that entrepreneurship education in Canada is “an important determinant in building a global competitive advantage.” (Volume 11, No.4, February 2010, www.ic.gc.ca/SMEquarterly).

## Resources:

- The Business Link  
[www.canadabusiness.ab.ca](http://www.canadabusiness.ab.ca)
- The Business Development Bank of Canada  
[www.bdc.ca](http://www.bdc.ca)
- Entrepreneurial self-assessment  
[www.bdc.ca](http://www.bdc.ca)
- DECSA – Ventures Program:  
Provides support to individuals residing in Edmonton or the surrounding area and living with a permanent disability with a realistic entrepreneurial goal or business idea.  
[www.decsa.com](http://www.decsa.com)
- TEC Edmonton  
[www.tecedmonton.com](http://www.tecedmonton.com)

Dr. Dennis J. Ceru, an adjunct professor of entrepreneurship and business strategy at Babson College in Wellesley, Massachusetts, says, “Entrepreneurial thinking and acting involves three stages: First is creativity and ideation; second is implementation and application; and third is the action stage—you take these ideas and you make something happen. This crosses all disciplines, and holds valuable lessons for all students, not just MBA students. It centers on a way of thinking followed by a way of acting. Acting without thought is impulsive, and thinking without acting is just ‘cocktail party entrepreneurship.’” To boost creativity, Ceru explains “we take students through a series of structured exercises that get them to start

thinking differently and to open their minds to look at lateral vs. directional, and divergent vs. convergent ways of thinking. Students practice techniques of looking at situations to generate new ideas, new ways of thinking, new products, new services, and new concepts and processes.... Because some of what we do is very unusual, students are often taken off balance at first—which is exactly what we want! We get students to start seeing that thinking entrepreneurially and then taking action is a very dynamic, open-ended way of tackling not just business problems but also life problems.” (The Aspen Institute Center for Business Education, *A Closer Look at Business Education: Entrepreneurship*, January 2009).

## Profit or Passion?

Successful entrepreneurs often combine making a profit with personal fulfillment and doing what they enjoy. In the article *A Hobby Becomes a Career*, from *The Chronicle of Higher Education*, January 26, 2010, Susan Basalla May interviews ex-graduate student Abby Markoe who turned her love of playing squash into a career as Executive Director of an urban squash program. Markoe played squash to relieve stress while working on her PhD in the history of

**“If you think you're too small to have an impact, try going to bed with a mosquito.”**  
—Anita Roddick



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medicine and public health at Johns Hopkins University. She developed Baltimore SquashWise with a group from her gym as a personal project outside of graduate school. When the need for the Executive Director position arose, she successfully applied and made the decision to leave her doctoral program.

John Stanton, founder of the Running Room and Walking Room, opened his first store and meeting place for runners after deciding on a lifestyle change. He was overweight, out-of-shape, smoked two packs of cigarettes a day and "could only run from lamp post to lamp post before having to take a walk break." The family company now has over 100 stores in Canada and the United States ([www.runningroom.com](http://www.runningroom.com)).

Richard Branson, founder of Virgin Group, believes "you should start your business around something that is a passion of yours. If you're into kite-surfing and you want to become an entrepreneur, do it with kite-surfing." At age 16, Branson started a magazine called *Student* – his first business idea. Originally wanting to be an editor, he entered the world of business by selling advertising to ensure the magazine's survival ([http://money.cnn.com/magazines/business2/business2\\_archive/2006/08/01/8382250/](http://money.cnn.com/magazines/business2/business2_archive/2006/08/01/8382250/)).

Nancy Smithers' interest in herbs began as a hobby. She founded Naturally Nova Scotia and distributes products globally (Colleen Jones, CBC News Halifax, May 23, 2010). What began in her kitchen has grown into a 250 acre farmstead employing over 40 staff (<http://public.naturallynovascotia.com>).

Check out the Entrepreneur Profiles of three U of A Graduates on page 23.

## Discovery and Delivery

In summary, the relevancy of entrepreneurship cannot simply be reduced to one sector or discipline. The Kauffman Report supports the building and maintaining of an entrepreneurial society: "As the world's natural resources ebb and technology advances, humanity will increasingly live by its wits." Additionally, as natural and human-made disasters occur, global resources are becoming increasingly strained while social and environmental concerns mount. Entrepreneurial



discovery (thinking) and delivery (acting) are crucial to the navigation of a knowledge economy and cultivation of a sustainable future.

If you are interested in learning more about entrepreneurship or are thinking of starting your own business, CAPS has a number of resources available in

the CAPS Resource Centre. There you will find guides on how to set up and manage a small business, information on funding programs and financing a business, ideas for marketing a product or service and much more.

We have also compiled a series

of links to helpful self-employment related websites. Go to [www.caps.ualberta.ca/LookingForWork/](http://www.caps.ualberta.ca/LookingForWork/) (click on "The WORKbook: Learning with CAPS online" and then on CAPS Tips Sheets, Resources and Links for self-employment links).

# Starting Your Own Business

**These U of A grads started their own businesses. They offer insight into owning their own businesses and advice on starting your own.**

## Eric and Ruby Chen

Peas on Earth Organic Farm  
Bachelor of Science, Agriculture  
Economics (Eric)  
Bachelor of Commerce (Ruby)



Peas on Earth Organic Farm was founded by Eric and Ruby in 2000. They grow a variety of organic vegetables, herbs and exotic greens. They don't just grow vegetables as food to fill the stomach, but also for their nutritional

values, medicinal purposes, tastes and textures. Their goal is to learn to make use of Mother Nature to grow the best food and help people achieve optimum health!

### What advice do you have for students who are interested in opening their own business?

Have a realistic dream. Think about it, plan it and then execute it. Be prepared to run into different obstacles because that's part of running any kind of business. Believe in yourself and follow your dream. Learn as much as you can in group projects in university because they can really prepare you for real life business scenarios. It definitely helps to learn some basic accounting, marketing and business management if you want to start a business. Networking with people around you wherever you are is also crucial.

### What are some of the challenges and benefits of owning your own business?

There are endless benefits and challenges to owning your own business. You really have to weigh the costs and benefits of it. Ultimately if you have a good plan and are willing to work hard, this is already the beginning of a successful business.

You are your own boss and are in control of all aspects of the business including finance, marketing and personnel. Owning your own business allows you to take care of your family. However, it doesn't mean working less hours. It actually means working longer hours but allows you to plan your business meetings and other schedules on your own time. It is also very rewarding to find out your ideas work and to see the company grow.

Starting up a business can be very time consuming, costly and risky since there is no proven formula. Owners tend to work long hours in the beginning before finding a workable system. There are always unplanned events or surprises that arise at any time which means owners are on call 24/7.

## Marty Taylor

Interpreting Consolidated  
Certificate in Sign Language Interpreting  
from Seattle Community College  
BA in Psychology, MA in Ed Psych from  
California State University Northridge  
Ph.D. in Ed Psych from U of A



Interpreting Consolidated was founded in 1993. The company specializes in the areas of sign language, interpretation, and education of interpreters and those who employ interpreters.

Interpreting Consolidated works with Deaf and non-Deaf individuals and public and private agencies and organizations

including school districts and government departments primarily in Canada and the United States.

Their mandate is to improve the degree to which sign language and interpreting students and practitioners interact with and provide service to hearing and Deaf consumers.

### Career paths are often influenced significantly by unplanned events or happenstance such as meeting a mentor, being in the right place at the right time or a life changing event. Can you tell me about some of the unplanned events that led up to your career?

When I was in high school I met a girl who was Deaf. She and I rode the same school bus, although we attended different schools. We would watch for each other before and after school and get together to sign. She taught me American Sign Language (ASL). Then I registered in continuing education ASL classes with my mother because I was too young to take the classes on my own. In the middle of the first semester our teacher asked if we could take two deaf-blind sisters who lived independently shopping on a weekly basis. The sisters were born Deaf and as adults became blind due to a genetic condition. They were beautiful signers and taught me a great deal. These early events lead to a very satisfying career in interpreting, interpreter education and interpreter-related product development.

Also, my father had his own small business so I learned from an early age how to stuff envelopes with invoices, talk with customers and answer the phone.

### What advice do you have for students who are interested in opening their own business?

Find your passion. Do your research on the product(s), the customers and the likely longevity of your business/product. Find your niche and/or create one. Stay with what you know, or learn from the best and work with the best in your chosen area. Listen and ask plenty of questions.



When it comes to looking for work, knowledge of the sector and occupation you want to work in, an understanding of the most effective strategies for finding work in your target area and well honed interview skills are all very important. So too are strong work search tools – written pieces you use to communicate information about you to potential employers.

# PACKING YOUR WORK SEARCH TOOLS KIT

**T**wo work search tools that come to mind are the resume and cover letter. Most employers will want to see at least your resume before deciding whether to interview you. Even if you are not asked for one, we recommend including a cover letter with your resume. It provides you with a key opportunity to highlight two or three points related to your experience and skills that make you a strong candidate, as well as make your application stand out from others.

There are many books and websites available on how to write effective resumes and cover letters. You can access some of our favourite publications in our career resource libraries in SUB and HUB, including books that focus on specific career fields. Sifting through all the advice can be time consuming, so we've put together our top five tips for easy reference.

## TIP1

### TARGET, TARGET, TARGET

Targeting means emphasizing what you have in common with what the employer is seeking. At CAPS we

developed a framework for a targeted resume that includes four components: content, format, wording and presentation.


Content refers to what you actually include in your resume. For example, if the position you're applying for involves a lot of group work, describe all those experiences – work, volunteer and academic – that involved you working in teams. You should also highlight your teamwork skills in your cover letter. Here's another example. Most people don't include their high school education on their resume because it is often irrelevant to the position they are seeking. However, if you came from a rural community and are applying for work in a rural community, it could be to your advantage to include your high school. Retention is a key issue for employers who operate in rural areas. By including your high school you are communicating to the employer that you understand life in rural communities.

Format refers to the categorizing and sequencing of information in your resume. Most new graduates put education as the first category on their resume. In many cases, particularly when you require a specific degree or diploma for a job, listing your education first makes sense. However, if your education isn't as important and if, for example, you've had one or more paid or volunteer positions directly related to the job you're applying for, then you want to make sure those experiences are front and centre on your resume.

Wording refers to the vocabulary used to describe your experiences and skills. Look at the words and phrases the employer uses to describe the job and the qualities of the ideal candidate. Use the same and similar words and phrases in your resume and cover letter.

Lastly, presentation refers to the visual appearance of your resume. Most employers expect a fairly standard presentation – white or off-white paper,





you shouldn't use the same resume for every position you apply for. The same advice goes for cover letters. What can be helpful – especially when it comes to putting together a resume for a job you hear about just before the application deadline date – is to create a master resume that includes all of your academic, work and volunteer experiences, as well as information about extracurricular activities or interests, certifications, associations and the like. Then when you come across a job you want to apply for, you can select from your master resume the most relevant information to include in the resume you submit for the position.

It is also helpful to keep a copy of the cover letter you submit for each position you apply for. The structure and some of the information you include in your cover letters will be the same or similar. It is a lot quicker to adapt a letter you've already written than create a new one from scratch.

### TIP3

#### INCLUDE A HIGHLIGHT SECTION

One of the most effective ways to target your resume is to include a 'highlights' section just after your name and contact information. Headings for this section vary: 'Highlights,' 'Summary of Qualifications,' 'Achievements,' 'Professional Profile' and the list goes on. Regardless of what you label this section, it should include four to six key points

#### What is the difference between a resume and curriculum vitae or CV?

The terms resume and CV are often used interchangeably. In North America, CV is generally the term used when referring to work in academia or research. The focus in terms of content is on the applicant's research interests and experiences, publications and academic presentations. As such, CVs tend to be much longer than resumes.

that relate directly to the requirements of the position, demonstrate you are a strong candidate and help distinguish you from most other applicants.

Try to be specific. For example, rather than 'Strong leadership skills' say something like 'Over five years of progressively responsible experience leading groups.' Then make sure the employer is able to find in the rest of your resume information that substantiates what you've included in your highlights section.

### TIP4

#### CHECK OUT EXAMPLES – BUT DON'T COPY!

For novice resume and cover letter writers in particular, looking at examples can be very helpful. Many of the books we have available in our career resource libraries in SUB and HUB include sample resumes and cover letters. We've also developed several samples we distribute to students who participate in our Resume Working Groups and individual consultations. Looking at how others have done it can stimulate ideas about how to describe your experience and layout your resume, as well as sections and headings to use.

There is a risk, however, to looking at examples: the temptation to copy, which is never a good idea. We heard a story from an employer about two nearly identical resumes he received for a position he had posted at CAPS. He assumed that both applicants copied from the same example. Needless to say, neither was offered an interview! More importantly, however, is understanding your resume is a very personal document. 'Who you are' will not come through if you simply copy from someone else.

### TIP5

#### PROOFREAD, PROOFREAD, PROOFREAD!

Many employers do a first read through of applications they receive for a position with the objective of screening people out. One of the surest ways of having your application end up on the 'no' pile is if it contains spelling,

### TIP2

#### DEVELOP A MASTER RESUME

It probably goes without saying, but if the most effective resume is one that is targeted as described above then



grammatical or other types of errors. So if you are adapting a cover letter you've already written, double check that you've changed the position title and organization name. Make sure the name of both the organization and person to whom you are addressing the letter are spelled correctly – and have the proper salutation. Don't assume someone with a name like Kris, Terry or Jordon is a Ms. or a Mr.

You will likely spend a great deal of time writing and tweaking your resume and cover letter so you are probably not the best person to proofread the final copy. Most people who have read something over a few times will miss mistakes that jump out at the first-time reader. So find someone who is a good proofreader and offer to buy her or him a coffee in return for checking your resume and cover letter for errors. The investment will be well worth it.

### OTHER WORK SEARCH TOOLS

In addition to your resume and cover letter, there are other items you might

want to consider for your work search tools kit.

Have you ever been at a career fair or other event where you wanted to leave something with people you met? In these situations, handing out your resume isn't really appropriate or effective. A business card is an excellent alternative. Many people think business cards are only for people who are employed or own a business. They are also handy networking tools for people looking for work. In addition to your name, telephone number and email address, you can include your degree (obtained or in progress) and your work interests on your business card.

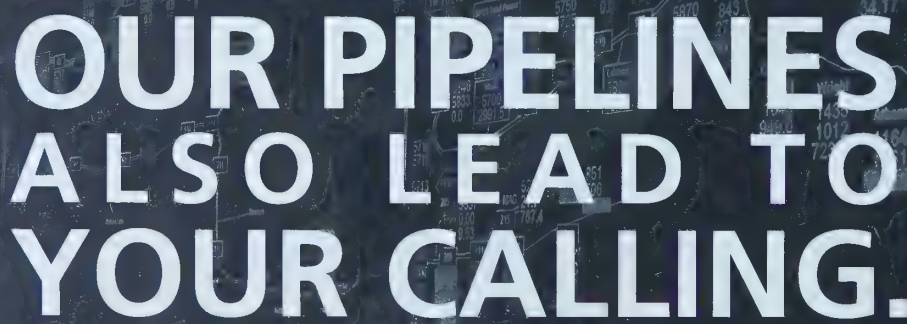
Making your own card doesn't have to be expensive. Most stationary stores carry sheets of cards you can run through a printer. CAPS also has business cards for U of A students, which you can pick up at our centres in SUB and HUB. We have a general card as well as specific ones for each of our career fairs.

Another work search tool you might want to consider is a portfolio. Traditionally, artists, designers, writers

and others in creative professions have used portfolios to showcase their work. More recently, many school boards ask applicants for teaching positions to bring a portfolio to the interview.

Portfolios generally contain two types of documents: samples of your work and documents provided by someone else that speak to your achievements, skills, personal traits and the like. Examples of the latter could include certificates you've received for completing a project or course, reference letters, copies of your performance reviews for positions you've held and even thank you cards or notes you've received.

Like your resume and cover letter, your portfolio should be targeted to the position you are seeking. However, it is generally used in the interview rather than to apply for work. It provides you the opportunity not only to tell a potential employer why you are a strong candidate for a position but also to show why. More information on portfolios is available in our career resource libraries in SUB and HUB.



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**Wednesday, October 6** - 9 a.m. to 10 a.m., 8917 HUB Mall

**Wednesday, October 27** - 12 p.m. to 1:20 p.m., HUB Mall

**Wednesday, November 3** - 12 p.m. to 1 p.m., HUB Mall

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**Wednesday, November 24** - 4 p.m. to 5 p.m., 2-100 SUB

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10:30 a.m. to 2:30 p.m., 8917 HUB Mall

**Tuesday, November 16**

10:30 a.m. to 2:30 p.m., 8917 HUB Mall

Free. Pre-registration not required.







Ask an Employer

# About Career Fairs

## Ashley Makowecky

HR Advisor with **AltaLink**, a Calgary-based company responsible for almost 60 percent of Alberta's electrical transmission requirements.

## Lauren Bosch

HR Advisor, Early Career Development with **ConocoPhillips Canada**, one of the country's largest oil and natural gas production and exploration companies.

## Stephanie MacLennan

with the **Government of Canada's Canadian Security Intelligence Service (CSIS)**, the federal department responsible for protecting Canadians against threats to national security.

## Kim Smith

Staffing Consultant with the **Government of Alberta's Corporate Human Resources**, the provincial department responsible for managing human resource functions for the entire Alberta government.

With employer registration and planning for our fall 2010 career fairs (Careers Day, Health Sciences Career Fair, Arts Career Fair and Pharmacy Career Fair) in full swing, we thought you might be interested in learning what employers expect from students at career fairs and what their recommendations are on how to prepare for these important networking opportunities. So we posed a series of questions to four recruiters:

### How do you suggest students prepare for a career fair?

**AltaLink:** Check out which companies will be attending and read up on those you're interested in. Prepare questions you want to ask, and bring copies of your resume in case an employer requests one.

**ConocoPhillips Canada:** Find out what companies will be at the career fair so you can plan which booths you would like to visit. Visit their websites so you know a bit about what each one does and what they are all about. Visit the company job board so that you have questions prepared about specific positions that are posted.

**Government of Alberta:** Career fairs are great for students, whether they are in their first or last year of their program of study or any year in between. I would suggest that students prepare for a career fair by thinking about their reason for attending. For example, students that are early in their education may want to research the different types of careers applicable to their program of study and

the different types of organizations that offer that type of work. Students in their final year of study may want to job search and network with employers to find out about specific job opportunities and what it's like to work for different organizations. In either case, preparing a list of questions will help students to capitalize on the wealth of information available and make the most of the career fair.

### What impresses you about a student at a career fair?

**AltaLink:** Students who are knowledgeable about our company and come prepared with relevant questions. It's even more impressive when students have already applied to our summer student opportunities and come to introduce themselves and learn more about the company and industry first hand. And it's great when they show enthusiasm towards what they're taking in school, and the potential of working at AltaLink.

**ConocoPhillips Canada:** They ask questions, are dressed professionally, have done research on our company and exude confidence.

**Government of Alberta:** Students who are friendly, polite and demonstrate an interest in learning about potential career opportunities and the organization make a good impression at a career fair.

### Does it really matter to you how students dress at a career fair?

**AltaLink:** I believe dressing appropriately is important because you want to make a good first impression. Something as simple as dressing suitably may signal to an employer that you are serious and genuinely interested in finding a job and learning more about their organization. A suit and tie may be excessive, but even just a dress shirt makes a statement.

**ConocoPhillips Canada:** Yes, you need to dress the part of a business professional because image and first impressions are important.

**Government of Alberta:** It doesn't really matter to the representatives at our booth how the students dress – clothes that would be appropriate for classes would be appropriate for a career fair.

**Government of Canada, CSIS:** We do not care how students dress at a career fair as we feel the fair provides us with the opportunity to discuss the organization with students.

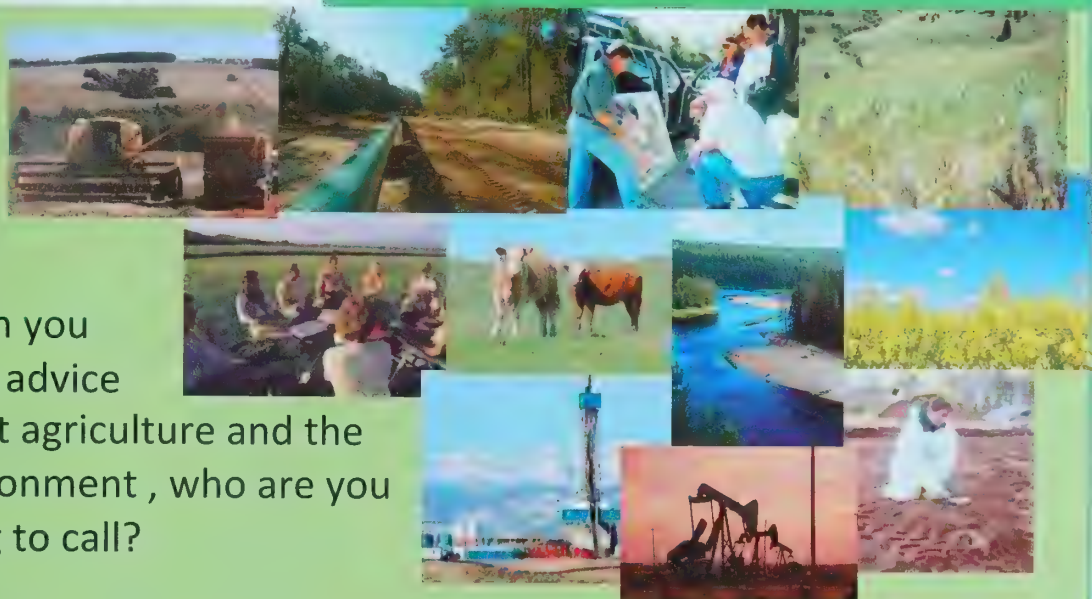
### What is your biggest turnoff from students at a fair?

**AltaLink:** Impatient students. At our booth we will talk to all students interested in speaking with us and aim to answer all their questions. However, during peak periods this requires extra cooperation and patience from students.





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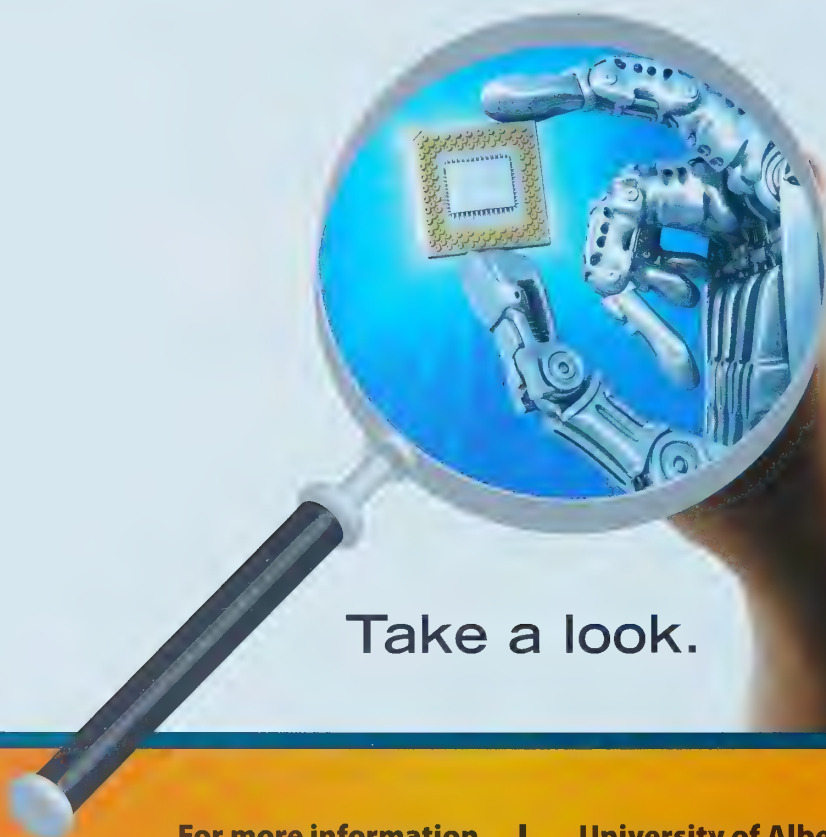


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Wednesday, September 29, 2010  
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ETLC Room 1-007

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## Using RSS while searching for work



RSS (Really Simple Syndication) is a way for websites that change their content frequently to alert users quickly and easily of any updates and to draw users back to a page or service when new content is released. Many newspapers, blogs, podcasts, and yes, job postings databases, use RSS to syndicate new information for users.

### About RSS feeds

If you use Firefox, Explorer, Chrome or Opera, the browser will alert you that the page you are visiting has a feed by displaying in the address bar an orange box with white radio waves. When you click on this box, your browser will ask you how you want to subscribe to the feed. There are several options:

- Most browsers will let you store an RSS feed like a bookmark on your browser. You just have to hover over the feed title in your RSS feeds to get a listing of updated feeds.
- You can also use a reader, like Bloglines or Google Reader, to subscribe to feeds. You will have to remember to sign in to these services which, un-like your browser bookmarks, are accessible from any computer and read the feeds from your personalized page. These services will also suggest other relevant feeds based on your subscriptions.
- You can also read feeds in Microsoft Outlook if you have this program on your computer. Unlike the reader option, you need access to your own computer to get your feeds.

### Who uses RSS feeds?

Several vertical search engines, such as Indeed, WowJobs, SimplyHired and Eluta, allow you to sign up to receive job alerts via RSS feed. To get a feed, you need to run a job posting search on their search engine and then click on the RSS icon to get the feed. There are two main advantages to this. First, the search engine will automatically alert you to new job postings that match your search terms so you don't have to remember to visit the site. Second, you don't have to give the service your email to get alerts.

Some job posting services, such as Media Jobs Canada or Jobbank.ca, will also group their job postings (e.g. postings for public relations or engineering) into one feed, and you can just subscribe to the job category. Again, you can protect your email address and centralize all of your feeds from your email, browser or reader in one location.

## Employer Information Sessions

*Attending Employer Information Sessions is an excellent way to learn about career and employment opportunities in your areas of interest with your employer of choice. Please note, these are not the only Employer Information Session CAPS is offering this fall. To view a complete list of Employer Information Sessions, check CAPS website.*

### Thursday, September 16

Cenovus Energy  
5 to 6:30 p.m.  
E1-017, ETLC  
Target Group(s): Chemical, Civil, Electrical, Mechanical and Petroleum Engineering students.

### Tuesday, September 21

Imperial Oil/ExxonMobil Canada  
5 to 6:30 p.m.  
Myer Horowitz Theatre, SUB  
Target Group(s): Arts (Economics), Business (Finance, HR, MBA, MIS, Marketing), Engineering (all disciplines) and Sciences (Computing Science, Geo-Sciences).

### Wednesday, September 22

Shell Canada Ltd  
5 to 6:30 p.m.  
E1-007 ETLC  
Open to Engineering students - all disciplines

Nexen Inc.

7 to 8:30 p.m.  
Myer Horowitz Theatre, 2nd floor SUB  
Open to Engineering, Geology, Geophysics, Business (Marketing, Accounting & Finance)

### Thursday, September 23

Shell Canada Ltd  
12 to 3 p.m. (Drop-in)  
2-725 SUB  
Open to all Aboriginal students/alumni  
5 to 6:30 p.m.  
4-02 SUB  
Open to Geology/Geophysics students  
7 to 8:30 p.m.  
4-02 SUB  
Open to Business students

### Tuesday, September 28

Accenture  
5 to 6:30 p.m.  
4-02 SUB  
Target Group(s): Arts (Economics), Business (Accounting, Finance, MIS, Operations) Engineering (Chemical, Computer & Electrical), Sciences (Computing Science, Math).

Suncor Energy Inc.

5 to 6:30 p.m.  
E1-013 ETLC  
Open to all Engineering students/alumni

### Wednesday, September 29

Bank of Canada  
5 to 6:30 p.m.  
4-02 SUB  
Target Group(s): Undergraduate and Graduate (MA/MBA/PhD) students in Economics and Finance.

Pason Systems Corporation

5 to 6:30 p.m.  
E1-007, ETLC  
Target: Students in Computing Science and Computer/Software/Electrical Engineering

### Thursday, September 30

Frito Lay/PepsiCo Canada

5 to 6:30 p.m.  
4-02 SUB  
Open to Business (Marketing, Operations/ Distribution) and Mechanical Engineering students

### Wednesday, October 13

Schlumberger  
5 to 6:30 p.m.  
4-02 SUB  
Target Group(s): Masters and PhD students in Engineering (Chemical, Electrical, Mechanical, Petroleum), Geology, Geophysics and Computing Sciences.

### Thursday, October 21

University of Toronto Master of Management & Professional Accounting (MMPA)  
11 a.m. to 1 p.m.  
4-02 SUB  
Target Group(s): Non-business undergraduates interested in pursuing a career in professional accounting

### Monday, November 8

Two Sigma Investments  
5 to 6:30 p.m.  
1-013, ETLC  
Target: Computing Science students, both undergraduate and graduate.

### Thursday, January 27

University of Toronto Master of Management & Professional Accounting (MMPA)  
11 a.m. to 1 p.m.  
4-02 SUB  
Target Group(s): Non-business undergraduates interested in pursuing a career in professional accounting.



# Becoming an urban planner

A guide to careers in planning and urban design

by Michael Bayer, Nancy Frank  
and Jason Valerius

John Wiley & Sons, Inc. 2010 Hoboken, NJ



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Who creates bike lanes, plans transit routes and tells developers where to put the mail boxes in new housing developments? Who plans the placement of police stations, plazas and pizzerias? Urban planners do.

*Becoming an Urban Planner* describes the history of urban planning as a profession in the United States and explains what planners currently do in government, for non-profits and as consultants. The book also explains the process of becoming an urban planner and the many different educational backgrounds that contribute to a professional education in this field. Urban planners interviewed for this book include sociologists, economists, political scientists, engineers, lawyers, architects and environmental scientists who have become planners.

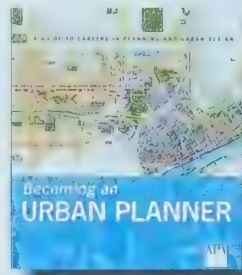
The interviews with professional planners make up the majority of the book. The authors have done a good job of selecting a wide range of planners, from generalists to many of the subspecialists, such as

historic preservation planners and transportation planners, to talk about their career paths. The planners describe necessary skills—most reiterating the need for public speaking and the ability to read and process information efficiently—and what they like best and least about their jobs. This

information will help readers narrow their choices down to the subspecialty they would like to pursue in planning, though most of the interviewees seem to agree that a generalist background and then a subspecialty will help with finding initial employment in the field.

*Becoming an Urban Planner* is part of a series of books from Wiley written by professionals from related fields. Other titles in the series include, *Becoming an Architect*, *Becoming a Graphic Designer*, *Becoming a Digital Designer* and *Becoming a Product Designer*.

This book is available for use in the HUB Career Centre while the other titles in this series are available in the CAPS Career Resource Centre in SUB.





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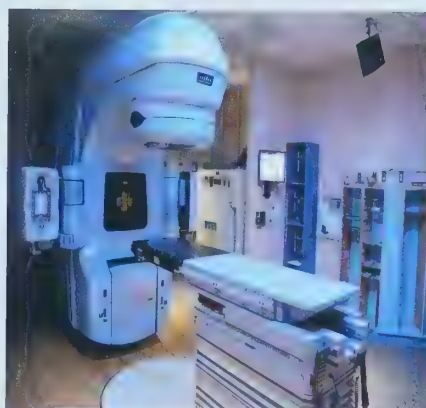
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The Alberta Health Services – Cancer Care is expanding to include Radiation services in Lethbridge, Red Deer and Grande Prairie. When open, these new Radiation Therapy Sites will result in the creation of new Radiation Therapist positions in addition to current opportunities in Calgary and Edmonton. The Alberta School of Radiation Therapy is looking for mature and compassionate individuals with exceptional interpersonal skills to join us in

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To speak to someone about this educational opportunity, please contact the Alberta School of Radiation Therapy at 780-643-4641 or visit the website at [www.AlbertaRTSchool.jobs](http://www.AlbertaRTSchool.jobs) for further program information.



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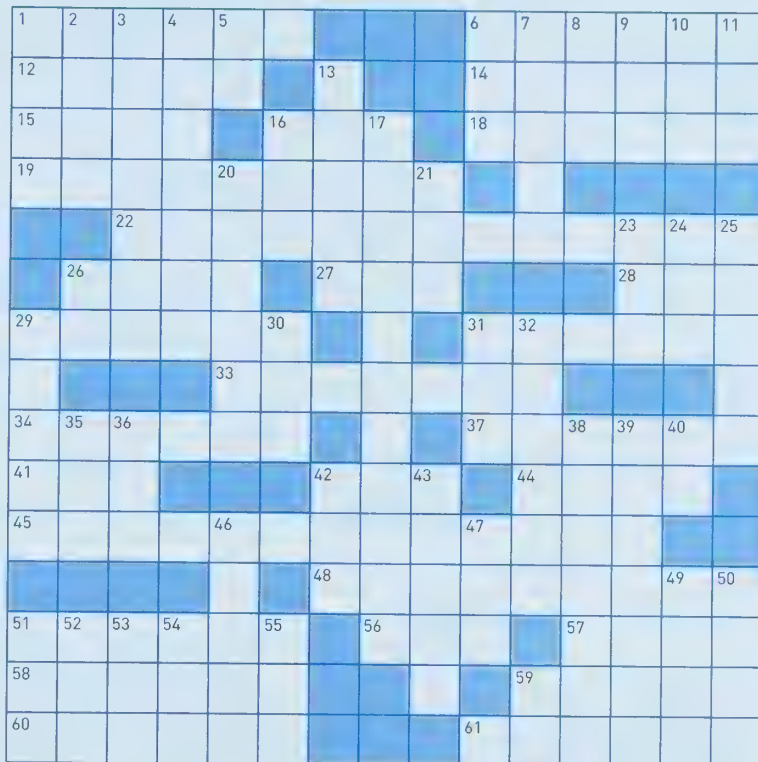
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# Crossword Puzzle

## ACROSS

1. CAPS: Your U of A \_\_\_\_ Centre
6. Hire
12. Accompany, with 'go'
14. Turkey's neck, for one
15. Listened to the bears
16. Auto grp.
18. Avoids
19. Plate for pictures
22. Some business owners
26. Talk like a pirate
27. Van Gogh's love offering
28. Type of race
29. Checked, with 'out'
31. Bread winner
33. Where politicians run?
34. Dull
37. 76 on the periodic table
41. \_\_\_\_ Times  
(Canadian labour magazine)
42. Provincial grp for some  
ALES grads
44. Electrically charged particles
45. Freud and Fromm, for example
48. Play
51. Job for a law graduate
56. Pose for a picture
57. Killer whale
58. Stable keeper
59. Essential oil
60. Famous street artist
61. Twin goddess of beauty  
and illusion



## DOWN

1. Type of payment
2. Burn soother
3. Rockers counterpart
4. Some are happy
5. List of items, briefly
6. She may be sheared
7. Expert
8. School assoc.
9. Corp.
10. Cheer in Barcelona
11. Affirmative

13. Cheque cashier
16. Measure of success for online  
advertising, briefly
17. Ghostly figures
20. The \_\_\_\_ (2001 thriller)
21. Misstep
23. Ornamental vase
24. Former premier turned MP,  
Bob \_\_\_\_
25. Play the guitar
26. Alberta's distance university,  
for short
29. Single mast sailing vessel
30. Local improv group,  
\_\_\_\_-NASTY
31. Teamwork deterrent, often
32. Help
35. Commuter's option
36. Sample
38. Tropical birds
39. Additions
40. Not them
42. Pub offering
43. Once more
46. Washes, with 'down'
47. Computer tools, briefly
49. US college and university  
sports org.
50. Sailors
51. Task
52. Canada's largest trading partner
53. \_\_\_\_ to sender, briefly
54. Type
55. Test
59. Yes vote



C	A	R	E	E	R				E	M	P	L	O	Y
A	L	O	N	G		P			W	A	T	T	L	E
S	O	L	D		C	A	A		E	V	A	D	E	S
H	E	L	I	O	T	Y	P	E		E				
		E	N	T	R	E	P	R	E	N	E	U	R	S
	A	R	G	H		E	A	R				R	A	T
S	U	S	S	E	D		R		E	A	R	N	E	R
L					R	I	D	I	N	G	S			U
O	B	T	U	S	E		T		O	S	M	I	U	M
O	U	R				A	I	A		I	O	N	S	
P	S	Y	C	H	O	L	O	G	I	S	T	S		
				O		E	N	A	C	T	M	E	N	T
J	U	R	I	S	T		S	I	T		O	R	C	A
O	S	T	L	E	R			N		A	T	T	A	R
B	A	N	K	S	Y				L	Y	S	S	A	S

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Digital and paper applications must be received **on or before October 15, 2010.**

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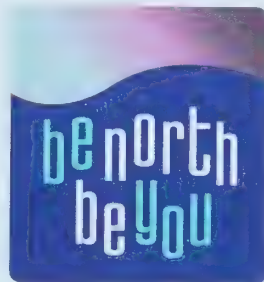
The NADC Bursary Program offers return service bursaries of **\$6,000 to \$12,000** per year for **3rd and 4th year students**. (In some programs these amounts may be doubled.)

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The application deadline for the 2011-2012 year is **May 15, 2011.**





# INTERVIEWS



*101 Great Answers to the Toughest Interview Questions* The author uses a simple “red light” (bad answer) and “green light” (good answer) approach to explain how to respond to job interview questions. This book has an excellent and succinct explanation for interview preparation.

*301 Smart Answers to Tough Interview Questions* From the difficult to the outright inappropriate, the author explains how to deal with tough questions such as, “What were you doing on the day your company filed for bankruptcy?” This is an excellent resource for the so-called stress interview.

*Competency-Based Interviews* Competency-based interviews have developed from behavior descriptive interviews. In a behavior descriptive interview, the interviewer asks the candidate to comment on past actions related to real life scenarios. The competency-based interview uses similar questions, but evaluation methods are more detailed. This book explains what interviewers expect when using this type of interview.

*Interview Rehearsal Book: Seven Steps to Job-Winning Interviews Using Acting Skills* Written for the extremely interview anxious person, this book, by two professional actors, coaches the reader on techniques for controlling nervousness and on how to listen to the interviewer.

*Sweaty Palms: The Neglected Art of Being Interviewed* Currently in its fourth edition, this classic job interview preparation guide thoroughly explains how to behave at an interview and why employers ask certain questions.

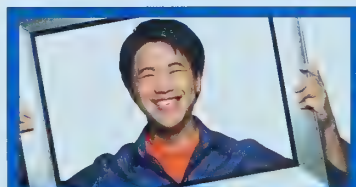
## ACE YOUR INTERVIEW

Learn what employers are looking for in an interview from the interviewers themselves! Find out what you can do to prepare, the kinds of interview questions they ask and what to expect in an interview.

**Acing the Engineering Interview**  
Thursday, September 16  
2 to 4 p.m. 4-02 SUB

**Acing the Health Care Interview**  
Tuesday, October 26  
2 to 4 p.m. 4-02 SUB

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## Top Five Ways to Pay Off My Student Loan

5. Collect empties from campus bar
4. Participate in medical experiments
3. Start a pyramid scheme!?!  
2. Move back home with Mom & Dad :(  
1. Get a great job at Agrium!

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[agriumwholesale.com/careers](http://agriumwholesale.com/careers)



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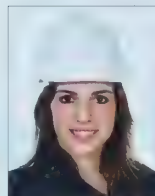
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Government of Canada, Canadian Forces Personnel and Family Support Services - Cold Lake	Hinton & District Chamber of Commerce	LaPrairie Group LASIK MD	Multiple Sclerosis Society of Canada, Alberta Division	primED Medical Products Inc.	Sintra Engineering Inc.
Government of Canada, Canadian Forces Recruiting Centre - Detachment Edmonton	Holy Family Catholic Regional Division #37	Layfield Group Limited	My Philosophy Inc.	Productions Plus Talent Management Agency	SIRVA Canada LP
Government of Canada, Canadian Forest Service	Holyrood After School Care Society	Ledcor CMI	Nason Contracting Group Ltd.	Professional Association of Residents of Alberta	SKILLS Society
Government of Canada, Environment Canada - Edmonton	Home Depot - 50th Street	Leduc County	Nature Conservancy of Canada, Alberta Region	Project Search Group	SMART Technologies Inc.
Government of Canada, Department of Finance	Home-Within-A-Home-Society of Edmonton	Leduc County, Parks and Recreation	Nexen Inc.	Protocol Education	Smoky Applied Research & Demonstration Association (SARDA)
Government of Canada, Health Canada - Edmonton	Hong Kong Economic & Trade Office	Lee Specialties Ltd.	Nicola Family Therapy	Pure Vision Inc.	Smoky Lake County
Government of Canada, Library of Parliament	Horizon School Division No. 67	Legal Resource Centre	NorQuest College	Pyramid Process Fabricators	Snap Fitness Sherwood Park
Government of Canada, National Energy Board	Hudson's Bay Company - Zellers/The Bay Pharmacy	Leger Marketing	North American Construction Group	Quality Move Management	Sobeys Pharmacy Group - Dartmouth, NS
Government of Canada, Natural Resources Canada - Edmonton	IBM Canada Limited	Lifesaving Society	North Battleford Golf and Country Club	Quality Program Aide Coordination Services	Sobeys West - Human Resources
Government of Canada, Parks Canada Agency - Elk Island National Park	ICMS, Inc.	Lincoln Electric Company of Canada	North Okanagan-Shuswap School District No. 83	Quantium Technologies Inc.	Sphere Environmental
Government of Canada, Parks Canada Agency - Waterton	Impact Teachers	Lionhead Engineering, A CCS Company	Northern Alberta Sleep Clinic	Quia Corporation	Sprague-Rosser Contracting
Government of Canada, Public Service Commission - Edmonton	Imperial Tobacco Canada	Lloyminster Public School Division	Northern Gateway Regional Division No. 10	Rachel Norley, MLA, Edmonton-Strathcona	St. Albert Protestant Schools
Government of Canada, Senate of Canada Page Program	InField Marketing Group	Loblaws Companies Ltd. - Brampton, ON	Northern Health Authority - Corporate Office	Red Deer Catholic Regional Division #39	St. Paul Education Regional Division No. 1
Government of Canada, Service Canada Centre For Youth (SCCY)	Infratech Corporation	London Drugs - Edmonton	Northern Lights School Division #69 (Alberta)	Red Deer College	St. Thomas Aquinas Roman Catholic Separate Regional Division #38
Government of the Northwest Territories	Innovative Intervention Services	Louis Dreyfus Canada Ltd.	Northern Lights School Division No. 113 (Saskatchewan)	Red Deer Public School District No. 104	Stantec Consulting Ltd. - Edmonton
Graham Group Ltd.	Inside Education - Edmonton	Mainstream Aquatics Ltd.	Northland School Division No. 61	Regroupement artistique francophone de l'Alberta	Stewart Weir & Co. Ltd.
Grande Prairie Public School District #2357	Institute of Chartered Accountants of Alberta	Make a Future - Careers in BC Education	NOV - National Oilwell Varco - Corporate	Remedy Drug Store Company	Stoller Enterprises Ltd.
Grande Prairie Roman Catholic Separate School District No. 28	Insurance Bureau of Canada	Make A Wish Northern Alberta	Novel Global Technology Centre	Research In Motion	Stollery Children's Hospital Foundation
Grande Yellowhead Public School Division No. 77	Intact Insurance - Calgary	MakLoc Buildings Inc.	O'Connor Associates Environmental Inc. - Calgary	Residential Aide Placement Service	Strathcona County StreamOn
Grant Thornton LLP	Intec Billing Canada - Edmonton	Management Development Program (MDP)	OEM Remanufacturing Company	Rexall Family of Pharmacies - Mississauga	Stuart Olson Construction
Grasslands Recruitment Specialists	Intelliwave Technologies	Maple Leaf Consumer Foods (Fresh Poultry) - Edmonton	Ontracks Consulting Ltd.	Reynolds and Reynolds (Canada) Ltd.	Student Suss Powerwashing
Gravity Pope Co. Ltd.	International Development Research Centre	Maple Reinders Inc.	Operation Grassland Community	Riders Connection	Student Works Painting Corporation
Greater Edmonton Foundation (GEF): Housing for Seniors	International Forest Products Ltd.	Marketlogix Inc.	Optessa Inc.	Motorsports & RV	Sturgeon County
Greater Saskatoon Catholic Schools	International School of Macao	Marksman Vegetation Management Inc.	Ostrem Chemical Co. Ltd.	Rio Tinto Services Limited	Summerside Residents' Association
Greater St. Albert Catholic Regional Division No. 29	Intuit - USA	Matco Transportation Systems	Our Lady Queen of Peace Ranch (Northern Alberta)	Ritchie Bros. Auctioneers	Suncor Energy Inc.
Great-West Life - Grande Prairie	Inventa Sales & Promotions - Vancouver	Matrix Solutions Inc.	Overwaita Food Group	Rite Aid Corporation	Sunshine Oilsands Ltd.
Green Clean Squad	ISNetwork	Mattamy Homes Limited	Oxford Learning Centres	RiverWatch - Edmonton	Superb Curb
Green Oasis Services North Inc.	Jasper Place Child & Family Resource Centre	McDonald Family	Packers Plus Energy Services	Rocky View School Division No. 41	SureHire Inc.
Green Side Up Inc.	JEL Learning Centre - Edmonton Branch	McKee After School Program	Palmer College of Chiropractic West - California	Ronald McDonald House	SweetCroft Engineering Consultants Ltd.
Greenfield School Age Day Care Association	Jennings Capital Inc.	McMan Youth, Family & Community Services Association - Innisfail	Paragon Pharmacies Ltd. (SDM)	Ross Smith Capital Investment Fund	Sylvan Learning Centre
Greenview, Municipal District of	John Deere Reman - Edmonton	MediaMatch West Communications Inc.	Parex Resources Inc.	RWDI AIR Inc.	Symbiotech Research Inc.
Group Promo Staff	Junior League of Edmonton	Medicine Hat College	Parkland County	Sabatini Earth Technologies Inc.	Synchrude Canada Limited
Guillevin International Co. Edmonton	JV Driver	Medicine Hat School District No. 76	Parkland School Division No. 70	Saddle Hills County	Talisman Energy Inc.
Halliburton Canada - Calgary	JW Research Ltd - Edmonton	Meltwater News	Passport Capital, LLC	Sale's Farms	TD Bank Financial Group Toronto
Har-De Agri Services	KAC ECS School	Metro Continuing Education	Peace River School Division No. 10	Sandvine Inc.	TD Canada Trust - City Centre East
Hazco Environmental Services Ltd.	Kasota East Camp	Meyers Norris Penny - Red Deer	Pearson Canada	Sanjey Corporation - Calgary	Tee de Monterey High School
Heart and Stroke Foundation of Alberta, NWT & Nunavut - Calgary	Kelly Services - Edmonton	Mikes Outfitting	Pembina Hills Regional Division No. 7	Saskatoon Public School Division No. 13	Technology Strategies Group Inc.
Hemisphere GPS	Kennedy Personnel Solutions Inc.	Mill Woods Family Resource Centre	Peoples Drug Mart - Delta, BC	SaskPower	Teck Resources Limited
Hess Education Canada	Key Connections Consulting Inc.	Miller Western Forest Products Ltd. - Edmonton	PepsiCo Beverages Canada	Schlumberger - Sugar Land, TX	telmar Controls Ltd.
	Kiewit - Edmonton	Millennium EMS Solutions	PharmaSave Drugs Western Ltd.	Schmidt Realty Group Inc.	TELUS World of Science
	Kiewit Energy Canada Corp. - Calgary	Miyohkohtowin Education Authority	Pioneer Hi-Bred Limited - A DuPont Company	Scholar's Choice	Terralog Technologies Inc.
	KJA Consultants Inc. - Calgary	MMD Mineral Sizing Canada Inc.	Pioneer Hi-Bred Production Ltd. - Edmonton	School District No. 22 (Vernon)	The Alberta Association of Architects
	KJA Consultants Inc. - Edmonton	Monasanto Canada - Winnipeg	Plainsman Mfg. Inc.	School District No. 60 (Peace River North) - Fort St. John, B.C.	The Bennett Centre
	Kraft Canada - Ontario	Morgan Stanley mortgagestogo.ca	Platinum Edge Recruitment Inc.	Scotiabank - Toronto	The Bhutan Canada Foundation
	Lafarge Canada Inc. - Surrey	Mosaic Marketing Solutions - Mississauga	Portage College	Sealy Canada Ltd. - Scarborough	The Brick Warehouse Corporation
	Lakeland Agricultural Research Association (LARA) - Bonnyville	MPA Engineering Ltd.	PotashCorp - Rocanville, SK	SeuWare International Inc.	The Campus Tower Suite Hotel
	Lakeland Catholic School District No. 150	MR Control Systems International Inc.	Prairie Centre Credit Union	Select Ready Foods Inc.	The Canadian Wheat Board
	Land Stewardship Centre of Canada		Prairie Rose School Division	Servus Credit Union	The Chimu Annual Assisted Therapy Project
			Praxair Canada Inc. - Edmonton Office	Shaw Communications	The Citadel Theatre
				Shaw Conference Centre	The Co-operators
				Shell Canada Limited	The Drumheller & District Chamber of Commerce
				Sherritt Coal	The Edmonton Power Historical Foundation
				Sherritt International	The Elizabeth Fry Society of Edmonton
				Shoppers Drug Mart	The English Language Training College
				Sierra Systems	



# THANK YOU

The Good Samaritan Society  
The Multicultural Heritage Centre  
The Princeton Review  
The Underwear Affair  
The Yonas Family  
Thermal Systems KWC Ltd.  
Thompson Nicola Family Resource Society  
Three Little Pigs Publishing Ltd  
Thrifty Foods  
Total Eyes Optometry - Meadowlark  
TransAlta Tri Leisure Centre  
TransCanada - Calgary  
Transcend Coffee  
FTG Systems Incorporated  
Jucker Wireline Services Canada Inc. - Calgary  
U of A. Addiction & Mental Health Research Laboratory  
U of A. Ancillary Services  
U of A. Biosciences Animal Service  
U of A. Campus Food Bank  
U of A. Campus Saint-Jean  
U of A. Campus Saint-Jean ILEF Sciences  
U of A. CAPS: Your U of A Career Centre  
U of A. Centre for Neuroscience  
U of A. Centre for Teaching and Learning  
U of A. Centre for Writers  
U of A. Child Study Centre  
U of A. Community Service-Learning (CSL)

U of A. Department of Agricultural Food & Nutritional Science  
U of A. Department of Art & Design  
U of A. Department of Biological Sciences  
U of A. Department of Chemical and Materials Engineering  
U of A. Department of Chemical and Materials Engineering (Xu Oil Sands Group)  
U of A. Department of Chemistry  
U of A. Department of Civil and Environmental Engineering  
U of A. Department of Computing Science  
U of A. Department of Electrical and Computer Engineering  
U of A. Department of Mechanical Engineering  
U of A. Department of Physics  
U of A. Department of Public Health Sciences  
U of A. Department of Renewable Resources  
U of A. Devonian Botanic Garden  
U of A. Discover I Engineering & Science Camps  
U of A. Ellerslie Research Station  
U of A. Environmental Health & Safety

U of A. Faculty of Agricultural, Life & Environmental Sciences  
U of A. Faculty of Augustana  
U of A. Faculty of Engineering - Discover Engineering & Science Camps  
U of A. Faculty of Engineering - Office of the Dean  
U of A. Faculty of Extension (English Language Program)  
U of A. Faculty of Medicine & Dentistry  
U of A. Faculty of Nursing  
U of A. Faculty of Nursing - Knowledge Utilization Studies Program (KUSP)  
U of A. Faculty of Pharmacy and Pharmaceutical Sciences  
U of A. Faculty of Physical Education & Recreation  
U of A. Financial Services  
U of A. Graduate Students' Association  
U of A. Libraries  
U of A. Low-level Mercury Analytical Laboratory  
U of A. Meenook Biological Research Station  
U of A. Museums and Collections Services  
U of A. Office of the Registrar and Student Awards  
U of A. ONECard Office  
U of A. Population Research Lab  
U of A. School of Business

## JOB SHADOW WEEK

For a few days during Reading Week, you can shadow a professional at their workplace to see what their job is actually like.

Wednesday, November 24 from 12:05 to 12:50 p.m., 2-100 SUB  
Tuesday, November 30 from 12:35 to 1:20 p.m., 8917 HUB Mall  
Tuesday, January 11 from 12:35 to 1:20 p.m., 2-100 SUB

Application Available on CAPS website: Thursday, January 13  
Application Due: Wednesday, January 26

Check CAPS website for details.

U of A. Student Financial Aid Information Centre (SFAIC)  
U of A. Students' Union  
U of A. University Health Centre, Peer Health Educators  
U of A. WISEST  
Ukrainian Museum of Canada, Alberta Branch  
Ukrainian Shumka Dancers  
Umedia.ca  
United Parcel Service (UPS) Edmonton  
University Affiliated Childcare Centres  
University First Class Painters  
University of Alberta International  
University of Alberta International - Relations and Recruitment  
University of British Columbia, Sauder School Business - Diploma in Accounting Program  
University of Calgary, Faculty of Social Work - Edmonton  
University of North Carolina at Chapel Hill - Nutrition Research Institute

University of Northern British Columbia  
University of Toronto Mississauga, Master of Management of Innovation (MMI)  
Urban Systems Ltd. - Kamloops  
UTours Inc.  
Value Drug Mart Associates Ltd.  
Value Invest  
Varscona & The Met Hotel  
Vecima Networks Inc.  
Vector Marketing Canada  
Vimark Solutions  
Viterria - Regina  
Viterra Inc. - Fort Saskatchewan  
Voice Construction Ltd.  
Wajax Industries Limited  
Wal-Mart Pharmacy  
Warrior Manufacturing  
Waterford of Summerlea  
Wave Control Systems Ltd.  
Weatherford Canada Partnership - Edmonton  
Wee Book Inn Enterprises, Ltd  
Weidner Investment Services  
Weir Power & Industrial  
Wenzel Downhole Tools Ltd.

West Central Forage Association  
West Country Oilfield Services  
West Edmonton Mall  
Westbrook Law Office  
Westel  
Western States Chiropractic College  
Westgroup Solutions  
Weverhaeuser - Dravton Valley  
Wild Rose Consulting, Inc.  
Willowglen Systems Inc.  
Windon Industries Ltd  
Windsor Park After School Care  
Workers' Compensation Board - AB  
World Health  
World Vision Canada  
WorleyParsons Canada  
WOW! Factor Desserts  
Yellowhead County - Edson  
Yelp Inc.  
YMCA - Bill Rees YMCA  
YMCA Edmonton  
YMCA Edmonton Child Care  
YMCA of Edmonton - Bill Rees Community Programs  
Ziest Inc.

## Teach English to Children in Japan!



amity

School map

おはようございます。  
アミティー  
お元気ですか。



With over 70 branch schools, Amity has been the leading English conversation educator for children in Japan for more than a decade. We offer exciting opportunities to enthusiastic, professional, native English speakers who enjoy working with children.

### Requirements:

- BA/BS degree (all majors considered)
- Proof of education in English (elementary school to university)
- Desire to work with children
- Teaching experience and Japanese language ability helpful but not necessary

### Amity provides:

- Competitive salary
- One-year contract
- Visa sponsorship
- paid training in Japan
- Health coverage and pension system
- Furnished apartment
- 3 weeks paid vacation
- Completion bonus
- Return airfare
- Opportunities for advancement

## Interview NOW in Toronto

### To apply, submit the following:

- Current resume
- 1-page essay (no less than 500 words) titled, "Why I Want to Teach Children and Live in Japan"

Apply online at: <http://www.amityteachers.com>



# health sciences and pharmacy

## CAREER FAIR 10

### Health Sciences Career Fair

Meet with employers  
in the health care field  
Saturday, September 25  
10 a.m. to 4 p.m.  
Dinwoodie Lounge,  
2-000 SUB

### Pharmacy Career Fair

Meet with employers  
in the pharmacy field  
Friday, November 19  
2 to 5 p.m.  
Dinwoodie Lounge,  
2-000 SUB





Meet with  
over 200  
employers

# Careers Day 2010



Wednesday,  
September 22

10 a.m. to 4 p.m.  
Butterdome  
University of Alberta

**CAPS**  
Your U of A Career Centre



**GOLDEN BEARS & PANDAS**

**CATCH THE ACTION**

**EXPERIENCE IT**

**A**

**2010-2011**

**ATHLETICS**

**SCHEDULE**

**UNIVERSITY OF ALBERTA**

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**canada 150**

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**Leave a smaller print.**

**Mother Nature's Fuel.**

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**EDMONTON 6.00**

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**Most VALUABLE PAPER**

**For All Your Sports Highlights**

**SHAW TV**

**Jacqueline Greenly**

**Cubs Club**

**University of Alberta**

**Register your child in Cubs Club 2010-11 Season and catch the excitement as a family!**

- Receive Club t-shirt, membership certificate and membership card.
- FREE YOUTH TICKET to all conference home games when accompanied by adult.
- A FREE ADULT TICKET to 1 designated game.
- 10% DISCOUNT on athletics wear.

**\$30. per Youth (15 Years and under.)**

**or**

**\$75. per Family (3 or more kids in the same immediate family)**

**Plus tons of other great benefits.**

**GO FAST SO CALL 780-492-BEAR (2327) TO RESERVE YOURS!**

**GAME PACKAGES**

**GO FAST SO CALL 780-492-BEAR (2327) TO RESERVE YOURS!**

**www.cubsclub.ualberta.ca**

**780-492-BEAR (2327)**

**Global EDMONTON**

**KIDS IN THE CROWD**

**up to 20 Youth & 2 Adult Tickets**

**GAME PACKAGES**

**\$50. Conference**

**\$75. Playoffs**

**Give your team, group or class a great night out watching Golden Bears and Pandas action with Global Television's Kids in The Crowd Program.**

**GO FAST SO CALL 780-492-BEAR (2327) TO RESERVE YOURS!**

**GAME PACKAGES**

**GO FAST SO CALL 780-492-BEAR (2327) TO RESERVE YOURS!**

**www.bears.ualberta.ca or www.pandas.ualberta.ca**



# GOLDEN BEARS FOOTBALL

CANADA WEST CONFERENCE GAMES	
Sep 4	1:00 PM @ British Columbia
Sep 11	1:00 PM @ Manitoba
Sat Sep 18	1:00 PM Calgary
Fri Sep 24	7:00 PM Saskatchewan
Oct 2	7:00 PM @ Regina
Sat Oct 16	1:00 PM British Columbia
Sat Oct 23	1:00 PM Manitoba
Oct 30	1:00 PM @ Calgary

CANADA WEST PLAYOFFS	
Nov 6	Semi-Finals
Nov 13	Hardy Cup
CIS NATIONAL CHAMPIONSHIP	
Nov 20	Mitchell Bowl @ CW
Nov 27	Vanier Cup @ Laval (Quebec City)

## HOME GAME VENUES

Golden Bears and Pandas Hockey play at Clare Drake Arena 88 Ave. & 114 St.

Basketball and Volleyball play at U of A Main Gym 87 Ave. & 114 St.

Rugby plays at Stephenie Drums Club 120 Ave. & 114 St. Sherwood Park, Alberta

For tickets and information call 780-492-BEAR (2327) www.bears.ualberta.ca

# GOLDEN BEARS PANDAS SOCCER

## CANADA WEST CONFERENCE GAMES

PANDAS	GOLDEN BEARS	VS
Sep 11 - 12	NOON	@ Saskatchewan
Sat Sep 18	NOON	2:15 PM @ Saskatchewan
Sun Sep 19	NOON	2:15 PM @ Saskatchewan
Fri Sep 24	5:00 PM	Leithbridge
Sat Sep 25	7:00 PM	@ British Columbia
Sat Sep 26	NOON	@ Trinity Western @ Victoria
Fri Oct 1	NOON	@ Fraser Valley
Sat Oct 2	NOON	@ British Columbia
Sun Oct 3	NOON	@ Regina @ Trinity Western
Sat Oct 16	NOON	2:15 PM Fraser Valley
Sun Oct 17	NOON	2:15 PM Victoria
Sat Oct 23	NOON	2:00 PM @ Leithbridge
Sun Oct 24	NOON	2:15 PM @ Calgary
Sat Oct 30	NOON	2:15 PM Trinity Western
Sun Oct 31	NOON	2:15 PM British Columbia

CANADA WEST PLAYOFFS	
Nov 5 - 7	Final Four

CIS NATIONAL CHAMPIONSHIPS	
Nov 11 - 14	@ UPEI (Charlottetown)
Nov 11 - 14	@ Toronto

NON CONFERENCE GAMES / TOURNAMENTS	
Aug 27 - 28	TBD Pre-Season Tournament

# GOLDEN BEARS HOCKEY

CANADA WEST CONFERENCE GAMES	
Fri Oct 1	7:30 PM Calgary
Sat Oct 2	7:30 PM Calgary
Oct 13 - 16	7:00 PM @ UBC
Fri Oct 23	7:30 PM Leithbridge
Oct 29	7:30 PM @ Leithbridge
Sat Oct 30	7:30 PM @ Calgary
Sat Oct 30	7:30 PM @ Regina
Nov 12 - 13	7:00 PM @ Saskatchewan
Fri Nov 19	7:30 PM Saskatchewan
Sat Nov 20	7:30 PM Saskatchewan
Nov 26 - 27	7:00 PM Manitoba
Fri Jan 7	7:30 PM British Columbia
Sat Jan 8	7:30 PM British Columbia
Jan 14 - 15	7:00 PM @ Leithbridge
Fri Jan 21	7:30 PM @ Leithbridge
Sat Jan 22	7:30 PM @ Calgary
Feb 4 - 5	7:00 PM @ Regina
Fri Feb 11	7:00 PM Saskatchewan
Sat Feb 12	7:00 PM Saskatchewan

CANADA WEST PLAYOFFS	
Feb 18 - 20	Semi-Finals
Feb 25 - 27	Finals

## CIS NATIONAL CHAMPIONSHIP

Mar 11 - 13 Finals  
Mar 24 - 27 University Cup @ UNB (Fredericton)

NON CONFERENCE GAMES / TOURNAMENTS	
Fri Sep 17	7:00 PM New Brunswick
Sep 24 - 25	3 & 7 PM Brick Invitational

# VARSITY SPORTS

## PANDAS RUGBY

Fri Sep 24	5:00 PM	Calgary
Oct 3	3:00 PM	@ British Columbia
Sat Sep 25	11:30 AM	@ Victoria
Sun Oct 17	1:00 PM	Leithbridge
Oct 22 - 24	CW Finals	@ Leithbridge
Nov 4 - 7	CIS Championship @ Trent (Peterborough)	

WRESTLING	
Fri Jan 7	Varsity Dual
Jan 8	Golden Bears Invitational
Jan 9 - 12	CW Finals @ Saskatchewan
Feb 25 - 26	CIS Championship @ Lakehead (Thunderbay)

TENNIS	
Aug 8	University / College Championship @ Montreal

GOLF	
May 23 - 27	University/College Championship @ Ashburn, ON

CURLING	
Feb 11 - 13	Western Regional Qualifier
Mar 9 - 13	CSCCA Championship @ Memorial (St. John's)

CROSS COUNTRY	
Nov 13	CIS Championship @ Sherbrooke

# PANDAS HOCKEY

CANADA WEST CONFERENCE GAMES	
Oct 8 - 9	7:00 PM @ Manitoba
Fri Oct 15	7:00 PM British Columbia
Sat Oct 16	7:00 PM British Columbia
Oct 22 - 23	7:00 PM @ Leithbridge
Fri Oct 29	7:30 PM @ Calgary
Sat Oct 30	7:30 PM @ Regina
Fri Nov 12	7:00 PM @ Saskatchewan
Sat Nov 13	7:00 PM @ Saskatchewan
Nov 19 - 20	7:00 PM @ Saskatchewan
Fri Nov 26	7:00 PM Manitoba
Sat Nov 27	7:00 PM Manitoba
Jan 7 - 8	7:00 PM @ British Columbia
Fri Jan 14	7:00 PM Leithbridge
Sat Jan 15	7:00 PM Leithbridge
Fri Jan 21	7:00 PM @ Calgary
Sat Jan 22	7:00 PM @ Calgary
Feb 4 - 5	7:00 PM @ Regina
Fri Feb 11	7:00 PM Saskatchewan
Sat Feb 12	7:00 PM Saskatchewan

CANADA WEST PLAYOFFS	
Feb 18 - 20	Semi-Finals
Feb 25 - 27	Finals

## CIS NATIONAL CHAMPIONSHIP

Mar 10 - 13 @ Wilfrid Laurier (Waterloo)

NON CONFERENCE GAMES / TOURNAMENTS	
Sun Sep 12	2:00 PM SAIT
Sun Sep 19	2:00 PM NAIT

# VARSITY SPORTS

## PANDAS FIELD HOCKEY

Sep 18 - 19	11:00 AM @ Victoria
Sat Sep 25	1:00 PM Calgary
Sun Sep 26	1:00 PM Calgary
Sat Sep 26	1:00 PM @ British Columbia
Oct 3 - 9	1:00 PM Victoria
Sat Oct 10	1:00 PM Victoria
Fri Oct 15	6:00 PM British Columbia
Sat Oct 16	6:00 PM British Columbia
Oct 23 - 24	1:00 PM @ Calgary
Oct 30 - 31	The Breaker (if necessary)
Nov 4 - 7	CIS Championship @ Guelph

SWIMMING	
Jan 15 - 16	Green & Gold Sr. Invitational
Jan 28 - 30	CW Finals @ UBC
Feb 24 - 26	CIS Championship @ Calgary

TRACK AND FIELD	
Sun Jan 9	Dual Meet
Jan 21 - 23	Golden Bears & Pandas Open
Feb 25 - 26	CW Finals @ Manitoba
Mar 10 - 12	CIS Championship @ Sherbrooke

IN ADVANCE	
at the Activity Registration Zone Sales Office	Office
W-79 Lower Level Van Vleet Centre,	
University of Alberta Campus	

ON EVENT NIGHT at the Ticket Booth prior to entering event. Subject to ticket availability. Advance purchase is recommended.

# GOLDEN BEARS PANDAS BASKETBALL

CANADA WEST CONFERENCE GAMES		
PANDAS	GOLDEN BEARS	VS
Oct 29 - 30	6PM, 5PM	@ Thompson Rivers
Fri Nov 5	8:00 PM	British Columbia
Sat Nov 6	6:00 PM	British Columbia
Nov 12 - 13	8:00 PM	@ Brandon
Nov 19 - 20	6PM, 5PM	@ Trinity Western
Fri Nov 26	8:00 PM	Victoria
Sat Nov 27	8:00 PM	Victoria

CANADA WEST PLAYOFFS	
Feb 25 - 27	Quarter Finals
Mar 4 - 5	Final Four

## CIS NATIONAL CHAMPIONSHIPS

Mar 11 - 12 Round One @ TBD  
Mar 11 - 13 @ Halifax  
Mar 18 - 20 @ Windsor

NON CONFERENCE GAMES / TOURNAMENTS	
Oct 8 - 10	TBD Pandas Hoopfest
Oct 8 - 10	TBD Golden Bears Invitational

# GOLDEN BEARS PANDAS VOLLEYBALL

CANADA WEST CONFERENCE GAMES		
	PANDAS	GOLDEN BEARS
		VS
Nov 5 - 6	6:00 PM	8:00 PM
Fri Nov 12	8:00 PM	6:30 PM
Sat Nov 13	6:30 PM	8:00 PM
Fri Nov 19	8:00 PM	6:30 PM
Sat Nov 20	6:30 PM	8:00 PM
Nov 26	7:45 PM	6:00 PM
Sat Nov 27	5:00 PM	6:45 PM
		@ British Columbia Brandon Brandon Trinity Western Trinity Western @ Thompson Rivers @ Thompson Rivers

CANADA WEST PLAYOFFS	
Feb 18 - 20	Quarter Finals
Feb 25 - 26	Final Four

## CIS NATIONAL CHAMPIONSHIPS

Mar 4 - 6 @ Laval (Quebec City)  
@ Trinity Western (Langley)

NON CONFERENCE GAMES / TOURNAMENTS	
Wed Sep 15	6 & 8 PM Team Canada Masters
Oct 14 - 16	TBD Husky Energy Can Am Challenge
Jan 7 - 9	TBD Pandas Invitational

# SEASON TICKETS

- Free Home Opener ticket per season ticket
- 10% off on merchandise sold through ARZ Sales Office.
- Playoff game tickets at your season ticket holder rate.

EARLYBIRD \$25 Hudsons Gift Certificate per ticket package purchase. (Valid for Hockey, Basketball and Volleyball)

FLATFEE \$15 Hudsons Gift Certificate per ticket package purchase. (Valid for Football and Soccer)

Prior to Oct 23, 2010 for Adults and Student / Seniors, and prior to first home game of season for U of A Students.

While supplies last.

Students/ Seniors	U of A Student
Bears Hockey (14 G)	\$126 \$77
Pandas Hockey (12 G)	\$108 \$66
Basketball (12 G)	\$108 \$66
Volleyball (8 G)	\$72 \$44
Football (4 G)	\$36 \$22
Soccer (6 G)	\$42 \$24

GAME DAY TICKETS	
Conference	Soccer
Adult	\$14 \$16
Student/Senior	\$9 \$11
U of A Student	\$5 \$5
Family	\$40 \$45
(2 Adults, 2-3 kids)	

# FLEX PACKS

- The freedom to get one ticket to many games or many tickets to a few games
- Provides the flexibility to create your own schedule.
- Makes a great gift.

5 Game Pack	10 Game Pack
Adult \$60	\$100
Student / Senior \$40	\$80
U of A Student \$15	\$25

Valid for Canada West Conference play only.

# GROUP SALES

Bring your group and be the Golden Bears and Pandas special guests! Groups of 20 or more will receive 30% off the regular ticket price to any Canada West Conference game.

Must be arranged 24 hours in advance by calling 780-492-BEAR (2327)

For information on Global Television's Kids in The Crowd Program and Cubs Club Program please see other side.

\*Seniors are 65+ \*Kids 6 and under are free.